



Mabank Independent School District

**Job Title:** Coordinator of Campus Instructional Support    **Wage/Hour Status:** Exempt/212 days

**Reports To:** Chief Academic Officer    **Funded:** 100% Title I

**Dept. /School:** Administration Building    **Date Revised** 7/1/2019

---

**Primary Purpose:**

Assist campus instructional specialists and teachers in utilizing the best and most reliable teaching techniques; assist in providing in- service for teachers in new, remedial or accelerated instructional procedures; assist in the development and implementation of the District curriculum as it relates to the subject for which the subject specialist is responsible.

**Qualifications:**

**Education/Certification:**

- Valid Texas teaching certificate
- Master's degree in education, curriculum and instruction, or subject area required
- Valid Texas administrator certification

**Experience:**

- Minimum of five (5) years teaching experience
- Minimum of three (3) years of successful experience in school or district leadership positions required

**Special Knowledge/Skills:**

- Ability to organize and coordinate district-wide programs
- Ability to interpret data
- Knowledge of curriculum and instruction
- Strong organizational, communication, public relations and interpersonal skills

**Major Responsibilities and Duties:**

- Maintain open and continued communication with the campus instructional specialists and teachers for a united approach to curriculum methods and content.
- Consult with teachers and staff on research and new approaches to teaching and learning.
- Assist campus instructional specialists and teachers in designing engaging lessons and units of study.
- Model effective instructional strategies and best practices for improving student performance.

- Help in the development and implementation of special and new programs at District and campus levels.
- Assist in professional development of teachers through sharing of best practices and observed, successful teaching techniques either within the MISD or from other sources.
- Serve as a resource person to the local textbook committee during the selection of textbooks being considered for adoption.
- Assist in coordinating the development and implementation of the District curriculum framework to give continuity and clarity to the instructional program.
- Perform other duties as may be assigned by the Chief Academic Officer.

**Supervisory Responsibilities:**

- None

**Professional Growth and Development:**

- Participates in staff development programs and professional growth activities.
- Attendance at instructional specialist meeting.
- Keep abreast of current research and practices.

**Working Conditions:**

Mental Demands/Physical Demands/Environmental Factors:

- Ability to communicate (verbal and written); ability to instruct and maintain emotional control under stress; frequent district-wide travel.
- Frequent standing, stooping, bending, pulling and pushing.

**Evaluation:**

- Performance of this job will be evaluated annually in accordance with provisions of Board's policy on evaluation of Professional Personnel

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_