

Mabank ISD - Campus Specialist Job Description

Position Title: Campus Level Specialist, Title I Part A (100%)

Location: Campus in a district-wide Title I Program

Salary: Per Pay Schedule

Length of Work Year: 183 days (plus up to 10 additional days as assigned by administration and paid at a daily rate)

Reports To: Campus Principal

Position Description

The Campus Specialist is a federally funded Title I, Part A position designed to provide supplemental support to improve student achievement and close learning gaps on Title I campuses. This position is aligned with the Campus Improvement Plan (CIP) and district goals to ensure federally funded activities directly address identified student needs. The specialist provides instructional leadership, intervention services, and parent and teacher support in ways that go beyond the core instructional program. In addition to serving as a resource for teachers, the specialist delivers Tier III small group instruction, maintains RTI documentation, and collaborates with campus and district staff to implement research-based strategies and parental involvement activities required under Title I, Part A. **This position is funded 100% through Title I, Part A and provides supplemental services, as outlined in the Campus Improvement Plan (CIP), to support students most at risk of not meeting state standards.**

Primary Purpose

Facilitate and provide specialized, supplemental intervention in core academic areas as identified in the CIP. Serve as an instructional leader who supports teachers, coordinates intervention systems, and directly teaches Tier III small group instruction to identified students in order to strengthen the overall instructional program of the school.

Qualifications

Education/Certification

- Bachelor's Degree
- Valid Texas teaching certificate
- Meet Highly Qualified status under ESSA

Special Knowledge/Skills

- Knowledge of curriculum and instruction
- Knowledge of intervention systems and RTI documentation requirements
- Ability to establish and maintain effective working relationships
- Ability to interpret data and provide targeted feedback
- Knowledge of a variety of research-based instructional strategies
- Strong organizational, communication, and interpersonal skills
- Ability to be self-directed, plan, and organize work effectively

Experience

- Recommended minimum of 3 years of successful teaching experience in a STAAR-tested area within the last 5 years

Responsibilities

Instructional & Intervention Responsibilities

- Provide supplemental Tier III small group instruction in reading and/or math for students identified through RTI and Title I criteria.
- Document student progress, interventions, and outcomes in compliance with RTI and Title I requirements.
- Organize and oversee supplemental Tier II and Tier III instructional arrangements on the assigned campus in alignment with the CIP.

- Work with teachers and administrators to provide research-based tutorials, small-group instruction, and individualized interventions (Title I, Part A, Part 4, Activities 6, 9, and 10).

Curriculum & Instructional Leadership

- Assist with the review, development, and revision of curriculum documents and instructional resources aligned to the TEKS.
- Support teachers with lesson design, differentiation, and evidence-based instructional strategies.
- Provide and/or support professional development for staff as specified in Title I, Part A, Part 4, Activity 4, and as aligned to CIP needs.
- Coordinate with campus administrators to provide extended learning opportunities for at-risk students (Title I, Part A, Part 4, Activity 13).
- Support technology-based instructional programs identified in the CIP and allowable under Title I.

Assessment & Data Analysis

- Support the development and coordination of campus-based assessments.
- Collect, analyze, and disaggregate data to monitor student progress and inform instruction.
- Train teachers on using assessment data to improve classroom practice and inform RTI decisions.

Consultation & Mentoring

- Mentor teachers in addressing diverse student learning needs, including students with disabilities, English learners, gifted students, and students receiving RTI interventions.
- Support classroom management strategies and early intervention methods to improve student behavior and academic outcomes.
- Provide strategies and resources to increase parent involvement, with a focus on parents of English learners, immigrant students, and at-risk populations (Title I, Part A requirement).

Professional Growth & Compliance

- Participate in professional development to remain current on best practices for struggling learners and intervention systems (Title I, Part A, Part 4, Activity 4).
- Ensure activities and services are supplemental to the regular education program and aligned with the CIP and district Title I plan.
- Maintain all documentation, records, and reports required under federal, state, and local policies.
- Comply with policies established by federal and state law, the State Board of Education, and local board policy.

Other Duties

- Perform other duties as assigned by the Campus Principal and/or the Director of Curriculum and Instruction.

Working Conditions

Mental/Physical/Environmental Demands

- Maintain emotional control under stress
- Frequent, prolonged, and irregular hours
- Lifting boxes and instructional materials
- Frequent district-wide travel and occasional statewide travel

Signature: _____

Date: _____

Campus Principal: _____

Date: _____