

SKILLS SPECIALIST

A. QUALIFICATIONS:

1. The Skills Specialist shall have the qualifications of a teacher as prescribed by the State Department of Education.
2. The Skills Specialist shall be knowledgeable of instructional strategies and learning styles.
3. The Skills Specialist shall be a master teacher and knowledgeable of Texas Essential Knowledge and Skills and the TAKS objectives.

B. APPOINTMENT:

The Skills Specialist shall be appointed by the building principal.

C. REPORTS TO:

The Skills Specialist shall be responsible to the building principal.

E. JOB PERFORMANCE STATEMENTS:

1. Instructional Management
 - a. Works cooperatively with the administration team, developing goals and objectives for the purpose of enhancing the instructional programs.
 - b. Participates in vertical alignment of curriculum.
 - c. Models appropriate reading/math/writing lessons at each grade level.
 - d. Reviews materials and makes recommendations to meet building needs.
2. School Climate
 - a. Communicates effectively with campus level staff, the community and parents, and/or students when appropriate.
 - b. Works harmoniously with all administrative and teaching personnel.
 - c. Demonstrates high expectations of students and staff.
 - d. Uses practices that promote goal directed behavior.
 - e. Provides a positive, caring environment.

3. School Improvement
 - a. Disaggregates, analyzes, and disseminates test data for decision making purposes.
 - b. Assists teachers in formulating and incorporating TAKS objectives into their curriculum.
 - c. Monitors assessment of objectives for students and classes.
 - d. Coordinates with faculty on curriculum timeline for special academic needs.
 - e. Monitors student progress.
4. Personnel Management
 - a. Assists in the planning, development, and implementation of staff development for teachers.
 - b. Works with staff in aligning and integrating curriculum to meet building needs.
5. Administration and Fiscal/Facilities Management
 - a. Compiles, maintains, and files all reports and other documents required.
 - b. Demonstrates responsible fiscal management concerning supplies and materials.
6. Student Management
 - a. Assists in grouping/scheduling/identifying students with special academic needs.
 - b. Provides small group instruction to students identified as having academic needs.
 - c. Sets up individual or group student meetings to explain TAKS scores to students.
7. School/Community Relations
 - a. Assists in developing and implementing parental awareness workshops for parents.
 - b. Serves as a resource person for parents on problems affecting student performance.
 - c. Projects a positive image to the community.
 - d. Encourages and promotes parental and community involvement.

8. Professional Growth and Development

- a. Conducts oneself in a professional, ethical, and responsible manner.
- b. Participates in professional organizations and disseminates ideas and information to appropriate staff.
- c. Participates in appropriate conferences and staff development sessions for improved job performance.
- d. Actively seeks and utilizes evaluative feedback from the appropriate administrative staff.

9. Other

- a. Performs other duties as assigned by the building principal.

F. EVALUATION:

- 1. The Skills Specialist shall be appraised by the Professional Development and Appraisal System.
- 2. The Skills Specialist's appraisal shall be the responsibility of the principal.
- 3. The principal shall submit to the Superintendent of Schools or the staff person designated by the Superintendent of Schools, the completed appraisal of the Skills Specialist.

G. SALARY

The salary of the Skills Specialist shall be based on the teacher salary schedule adopted by the Board of Trustees for this position.

Source: Local
Approved: 7-15-1997
Revised: 8-19-2008
Reviewed: