



La Fe Preparatory School Instructional Support Specialist

The Instructional Support Teacher's main role is to work collaboratively with the Principal, Assistant Principal, teachers, parents and La Fe staff to ensure that all school activities are operating as planned. The Instructional Support Teacher will work under the direction of Principal, Superintendent and CEO.

The Instructional Support Teacher will be responsible to provide students with research based teaching activities and experiences in the core academic subject areas. Coordinate with administrators and teachers to support at-risk students through the Campus Improvement process. Provide students with appropriate learning activities and experiences in the core academic area assigned to enhance classroom instruction.

Qualifications/Skills:

- Bachelor's degree from an accredited university
- Valid Texas teaching certificate with required endorsements or required training for level assignments
- Minimum of ten (10) years or teaching experience
- Demonstrated competency in the level assigned
- Knowledge and highly qualified in level assigned
- Knowledge of characteristics' and learning needs of special populations
- General knowledge of curriculum and instruction
- Ability to instruct students
- Ability to instruct, model and mentor instructional staff
- Strong organizational, communication, and interpersonal skills
- Proficient in the use of technology
- Data disaggregation skills
- Presentation skills

Responsibilities Schedule:

Monday-Friday 7:00-4:00 or 9:00-6:00

One Saturday a month 9am – 12pm

One night a month of Parent Night

Three week summer program

Administrative time during summer

Major Responsibilities and Duties:

Instructional Strategies

1. Provide at-risk students with instructional support lessons and activities in order to meet state academic standards.
2. Collaborate with teachers in the development and implementation of lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required.
3. Prepare lessons that reflect accommodations for differences in student learning styles.
4. Plan and use appropriate students' instructional and learning strategies and assist in the planning of strategies, activities materials, and equipment that reflect understanding of the learning styles and needs of students in coordination with campus and district resources.
5. Conduct assessment of student learning styles and use results to plan instructional activities that will benefit the instructional staff.
6. Attend training sessions to support instruction for students.
7. Work with other members of staff to determine instructional goals, objectives, and methods according to La Fe Preparatory requirements.
8. Provide feedback on classroom teaching and staff development as they impacted teachers to improve their skills.
9. Use technology to strengthen the teaching/learning process.

Student Growth and Development

10. Assists in the development of a needs assessment for at-risk students.
11. Conduct ongoing assessment of student achievement through formal and informal testing and observation.
12. Assists in maintaining auditable information concerning each at-risk student identified.
13. Monitors student performance on a nine-week basis for at-risk students
14. Assists in identifying students in at-risk situations in accordance with the criteria specified by the state and that these efforts are continual.

Classroom Management and Organization

15. Collaborate with teachers to take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Support teachers in selection of books, equipment, and other instructional materials.

Communication

17. Establish and maintain open communication with principals and teachers.
18. Maintain a professional relationship with colleagues, students, parents, and community members.
19. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

20. Participate in staff development activities to improve job-related skills as required by the La Fe.
21. Keep informed of and provide information regarding state, district, and school regulations and policies for classroom teachers.
22. Complete any other duties as assigned related to position.
23. Performs duties in a professional, ethical, and responsible manner.
24. Upholds and adheres to safety rules and policies of La Fe Preparatory School's safety program.
25. Supports the goals and objectives of La Fe Preparatory School and follows all of its policies
26. Ability to work on a regular and routine basis to avoid disruptions to district policies.