



Academic Specialist Job Description (Title Programs)

Job Title: Academic Specialist

Reports To: Principal

Dept./School: Assigned Campus

PRIMARY PURPOSE:

Work with small groups of children identified as at-risk in Reading and/or Math. Work closely with the Curriculum, Instruction, and Assessment Department, campus administration and faculty, as well as parents, to ensure student learning and academic success. Funded by Title I, with the primary purpose of supporting grant activities aimed at improving academic achievement for students struggling to meet the state standards and/or local expectations.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate with required endorsements for subject/grade level assigned
English as a Second Language Certification preferred
Gifted and Talented Certification preferred

Special Knowledge/Skills:

Knowledge of subjects assigned
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills
Knowledge of student data analysis

Experience:

At least five years of classroom teaching

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assess children throughout the school and identify children at risk.
2. Design and implement reading and/or math academic interventions using research-based methodology.
3. Communicate with school personnel and parents of children regarding academic rate of progress.
4. Gather, compile, and disaggregate data; and link that data to student learning and instruction.
5. Differentiate instruction based on assessment data.
6. Document interventions and progress on each child.
7. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
8. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
9. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect



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understanding of the learning styles and needs of assigned students.

10. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
11. Use technology to strengthen the teaching/learning process.
12. Help students analyze and improve study methods and habits.
13. Be a positive role model for students and support the mission of school district.
14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Manage student behavior in accordance with Student Code of Conduct and student handbook.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Assist in selection of books, equipment, and other instructional materials.
18. Maintain a professional relationship with colleagues, students, parents, and community members.
19. Use effective communication skills to present information accurately and clearly.
20. Participate in staff development activities to improve job-related skills.
21. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
22. Compile, maintain, and file all reports, records, and other documents required.
23. Attend and participate in faculty meetings and serve on staff committees as required.

SUPERVISORY RESPONSIBILITIES:

None.

WORKING CONDITIONS:

Mental/Physical Demands:

Maintain emotional control under stress. Must be able to position and move about within the work area. Ability to retrieve, transport, position/reposition items, supplies and equipment; typically frequent reaching, hand/arm motions, bending, stooping and kneeling are necessary.

Employee Printed Name

Employee Signature

Date