JOB DESCRIPTION

Job Title: Instructional Officer for Elementary English Language Arts/Reading

Salary Block: 104

Reports To: School Improvement Officer

Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:
The role of the Instructional Officer for Elementary English Language Arts and Reading (ELAR) is to provide leadership in the area of elementary English Language Arts and Reading (ELAR), prescribing techniques and procedures to assure that the elementary English Language Arts and Reading (ELAR) curriculum shall be in compliance with the requirements set forth through local and state policies and guidelines, coordinating activities in this division with the instructional and administrative services in a manner consistent with Board Policy and consistent with statutes and standards of regulatory agencies.

Qualifications:

Education/Certification:
- Master’s Degree in English Language Arts and Reading (ELAR), Elementary Education, Curriculum and Instruction or Leadership
- Valid Texas Teacher’s Certificate (English Language Arts and Reading (ELAR) or Generalist preferred)

Special Knowledge/Skills:
- Demonstrated leadership abilities

Experience:
- Five years teaching experience in English Language Arts and Reading (ELAR) instruction at the elementary level

Major Responsibilities and Duties:
1. Provides leadership and support in the area of elementary English Language Arts and Reading (ELAR).
2. Facilitates the development, implementation and evaluation of elementary English Language Arts and Reading (ELAR) programs.
3. Assists campuses with the improvement of instruction in areas identified as deficient by the Academic Excellence Indicators System and District assessments.
4. Works with instructional support staff to provide the necessary resources to schools so that district and campus goals can be achieved.
5. Ensures that the instructional program is sensitive to the needs of all students including “at risk” and special population students.
6. Works with staff to ensure vertical and horizontal continuity and articulation of the English Language Arts and Reading (ELAR) instructional program throughout the District.
7. Assists administrative and teaching staff in effecting desirable curricular changes and in the preparation of curricular materials for elementary English Language Arts and Reading (ELAR).
8. Assists in designing and operating a district-wide staff development program that addresses achievement of District goals, objectives, and instructional initiatives.
Instructional Officer for Elementary English Language Arts/Reading

9. Coordinates the development of District assessments.
10. Uses data as a basis for analysis and discussion.
11. Communicates with the campus administrators to find out their concerns and suggestions for the English Language Arts and Reading (ELAR) instructional program.
12. Performs duties in a professional, ethical and responsible manner.
13. Upholds and adheres to safety rules and policies of the SISD safety program.
14. Supports the goals and objectives of the school district and follows all district policies.
15. Stays apprised of governmental statues, regulations and rules relating to curriculum and instructional programs.
16. Performs any other duties as assigned by the appropriate supervisor.
17. Assures the enforcement of the policies, standards and objectives established by the Board of Trustees, District Administration, the Texas Education Agency, accreditation organizations, and funding sources.
18. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
19. Demonstrates a high level of independent, ethical, and professional conduct.
20. Demonstrates the ability to maintain an effective working relationship and maintain good rapport with parents, students, colleagues and the community.
21. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions, maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent district wide travel and occasional statewide travel; occasional prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

____________________________________________
Employee Name (please print)

________________________________________    _______________________
Signature                                      Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 8-13-13        AMENDED: 8-13-13, 10-5-16,10-23-17