



Job Title: Curriculum Support Teacher
(TCLAS Grant Funded)

Exemption Status/Test: Exempt

Reports to: Director, Integrated Literacy Studies or
Math/Science

Date Revised: November 2021

Dept. /School: Teaching & Learning Development

Primary Purpose:

To advance literacy and language and/or numeracy acquisition in K-8 students by providing direct pedagogical assistance and instructional support to administrators and classroom teachers, which ensures the effective implementation of the district's Literacy and Language Acquisition and/or Mathematics programs.

Qualifications:

Education/Certification:

Bachelor's degree in education or subject-related field

Master's degree preferred

Valid Texas Teaching certification EC-4, EC-6, 1-8 or 4-8

ESL Supplemental or Bilingual Certification

Valid Texas administrative certification (preferred)

Experience:

Minimum of three (3) years in a 4-8 literacy or mathematics classroom with demonstrated student success as measured by district standards

Experience in literacy, sheltered instruction or mathematics pedagogy, developing culturally relevant curricular activities and TEKS-based assessments

Ability to plan and provide small-group intervention for students identified as at-risk in literacy and/or mathematics

Special Knowledge/Skills:

Experience with the implementation of instructional strategies that promote and enhance the academic and linguistic achievement of all learners

Experience and knowledge of the implementation of structured literacy and sheltered instruction programs

Experience with culturally responsive pedagogy

Demonstrated strong organizational, communication, public relations, and interpersonal skills required to achieve the goals of the position

Experience with teacher coaching, designing data-driven instructions, and facilitating professional learning communities

Major Responsibilities and Duties

Instructional and Program Management

1. Provides support for the implementation and stewardship of literacy and/or mathematics development.
2. Implement best practices for technology use in the classroom and computer labs.
3. Provide ongoing staff development based on campus needs.

4. Assist teachers in working and differentiating instruction for at-risk students.

Additional Responsibilities:

5. Articulate the district's mission and instructional philosophy to the community and solicit its support in realizing the district's mission and goals.
6. Use appropriate and effective communication skills to present information accurately and clearly.
7. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
8. Communicate to district staff, parents, students, and community members in a manner that conveys respect, concern, and high expectations.
9. Establish and maintain a professional relationship and open communication with teachers, staff, administrators, parents, and community members.
10. Use appropriate and effective techniques to encourage community and parent involvement.
11. Foster rapport between the district and the community through positive involvement in civic activities.
12. Pursue professional development through reading, attending conferences, and being involved with related agencies and organizations.
13. Perform all other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Working irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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