

# Fort Worth Independent School District

## Job Description

### Posting Duration

Open During School Year

**Title**  
**Building/Campus**  
**Job File Number**  
**Duty Days**  
**Salary: From**  
**Salary: To**

Instructional Specialist - Secondary Schools (0809-AP-013)  
Various Secondary Schools  
0809-AP-013

### General Summary

Assist the principal in the implementation of the total instructional program set forth in the Campus Improvement Plan.

### Job Duties

- Work under the direction of the principal and participate in the schoolwide planning process
- Assist the principal in designing and maintaining a systemic staff development program
- Plan and modify additional academic programs based on current assessment data
- Analyze and disseminate all student achievement data
- Remain abreast of "Best Practices" through staff development and professional organizations.
- Assist the principal with coordinating activities within and among departments
- Perform other job related duties as assigned.

### Job Qualifications

- Bachelor's degree from an accredited college or university.
- Three years of classroom teacher experience.
- Thorough knowledge of federal and state guidelines.
- Ability to :
  - plan budget needs, monitor and disburse funds.
  - manage and track student data; and manage and supervise staff.
  - meet with and interact with the public.
  - operate computers and utilize applicable software applications.
  - communicate effectively, both orally and in writing, including principles of English and grammar usage.
- Working knowledge of
  - student and financial software systems
  - interpersonal skills using tact, patience, and courtesy.
  - personal computers and applicable software.

### Application Requirements

Complete on-line application.

Must complete an online application and attach a resume as a word document. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.

[\(Click here for equivocation list\)](#)

### Additional Job Information

#### PHYSICAL JOB REQUIREMENTS

#### PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

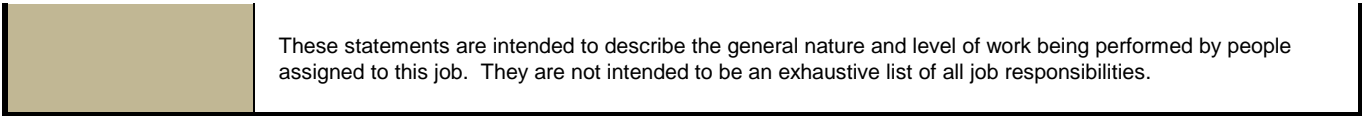
#### PHYSICAL DEMANDS

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

#### ENVIRONMENTAL CONDITIONS

Indoors, in controlled environment, exposed to weather elements when monitoring buses, recess, and other outdoor athletic events.

A detailed list of physical job requirements is available from the Compensation Department.



These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.