



Flour Bluff Independent School District Job Description

JOB TITLE: PK-6 Math Instructional Specialist

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 187

REPORTS TO: Associate Superintendent for Curriculum & Instruction and Principal

DATE REVISED: 06/2025

PRIMARY PURPOSE:

- The role of the PK-6 Math Instructional Specialist is to support math teachers and students in Pre-Kindergarten through 6th Grade. The PK-6 Math Instructional Specialist will work with the Associate Superintendent for Curriculum & Instruction, Curriculum Supervisors, and math teachers to support the district's vision for the PK-6 Math Program. This position will establish a cohesive partnership between the district and campuses to coordinate, model, and sustain best instructional practices. The Math Instructional Specialist will also provide job-embedded, and district-level professional development focused on effective instructional practices for classroom teachers. The Math Instructional Specialist will also participate in assessment development and curriculum writing in grades PK-6.

QUALIFICATIONS:

- Bachelor's degree
- Valid Texas Teaching Certificate
- 3+ Years Prior Successful Experience as a Classroom Teacher
- Preferred master's degree in education & Instruction, or related field.

ROLE 1: CURRICULUM, INSTRUCTION, ASSESSMENT, AND PROGRAM MANAGEMENT

1. Serves as a support and resource person to the teachers, curriculum supervisors, building principal(s), and Associate Superintendent for C & I regarding the district's math program.
2. Provides instructional leadership in math by using the district instructional coaching model to partner with teachers, providing feedback on instruction, and monitoring the delivery of curriculum.
3. Improves teaching and learning through co-teaching, instructional coaching, collaboration in lesson planning, and facilitating the use of student work and data to make informed instructional decisions.
4. Assists in developing, implementing, and assessing best practice teaching methodologies in the classroom.
5. Assists administrators, curriculum supervisors, and teachers in analyzing campus, district, state, and national math assessment data.
6. Facilitates the process of implementing data-based instructional decisions and creating ongoing intervention strategies and student groups based on formative data.
7. Develops curriculum guidelines and standards according to district policies and administrative procedures in accordance with the Texas Essential Knowledge and Skills.
8. Implements TEA requirements relative to PK-6 math content and course sequencing.
9. Assists in developing the master schedule and ensuring that students are appropriately placed in classes that advance students towards graduation goals and post-secondary readiness.
10. Assists in selecting math textbook instructional material (i.e., selecting and coordinating sample copies for review and evaluation according to district continuums).
11. Participates in developing, implementing, and evaluating campus improvement plans.
12. Ensures classroom environments are conducive to learning and appropriate for math content.
13. Provides input regarding staffing needs in PK-6th Grade Math.

Role 2: TRAINING & PROFESSIONAL DEVELOPMENT

1. Plans and facilitates relevant professional development aligned to the district's math instructional program for Pre-Kindergarten through 6th Grade.
2. Assists in facilitating Math PLCs for Pre-Kindergarten through 6th Grade.

Role 3: INSTRUCTIONAL TECHNOLOGY

1. Uses technology to strengthen the teaching/learning process.
2. Models' utilization of district software programs in accordance with district policy and administrative guidelines.
3. Demonstrates proficiency in the use of the school management and instructional/assessment software for students and staff.

Role 4:

1. Displays a professional image of maturity and emotional control.
2. Develops needed professional skills appropriate to the job assignment.
3. Provides leadership in addressing challenges facing the profession; pursues professional development activities, disseminate ideas and information to other professionals
4. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.
5. Exhibits punctuality and dependability in performing responsibilities.
6. Projects a positive attitude about self and professional responsibilities.
7. Adheres to and complies with state, district, and school regulations and policies for staff.
8. Adheres to the Professional Ethical and Legal Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.

Mental Demands/Physical Demands/Environmental Factors:**Tools/Equipment Used:**

Standard office equipment including computer and peripherals; standard instructional equipment.

Posture:

Moderate standing; occasional kneeling, squatting, bending, and stooping.

Motion:

Moderate walking

Lifting:

Regular light lifting and carrying (less than 15 pounds)

Environment:

Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.