**Instructional Services Specialist**

**Employee Name (Print):**

**Reports To:** Executive Director of Curriculum and Instruction

**Dept/Campus:** Instructional Services Department **Paygrade:** PP-7

**Wage/Hour Status:** Nonexempt **Date Revised:** May 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Perform a wide variety of specialized activities and facilitate the efficient operation of Instructional Services and the office of the Executive Director of Curriculum and Instruction. Organize and coordinate office activities, communications, and personnel to assist the Executive Director of Curriculum and Instruction. Monitor information and data relevant to the Teacher Incentive Allotment. Work under general supervision and handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Two years of college education preferred

**Special Knowledge/Skills:**

Proficient skills in typing, word processing, and file maintenance

Excellent organizational, communication, and interpersonal skills

Knowledge of school district organization, operations, and administrative policies

Ability to use personal computer and software to develop spreadsheets, databases, and perform word processing

Patient and calm demeanor with all levels of staff

**Experience:**

Two or more years of secretarial experience preferably in a public education environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Perform a wide variety of specialized duties for the Executive Director of Curriculum and Instruction and assist with administrative matters;
2. Maintain strict confidentiality, professional office standards, and conduct;
3. Schedule meetings and appointments and maintain calendar for the Executive Director of Curriculum and Instruction;
4. Proof and edit correspondence as requested by the Executive Director of Curriculum and Instruction;
5. Attend and participate in a variety of administrative meetings for Instructional Services, serving as a representative of the Executive Director of Curriculum and Instruction when requested;
6. Record minutes of principal meetings and other meetings as needed by the Executive Director of Curriculum and Instruction and upload records of meetings;
7. Assist with travel arrangements for Executive Director of Curriculum and Instruction as needed;
8. Compile budget and cost estimates based on documented program needs as requested;
9. Responsible for the preparation of and management of the Instructional Services department budget each fiscal year;
10. Responsible for Instructional Services department requisitions, purchase orders, and budget accounts;
11. Coordinate and compile Board Agenda materials as needed;
12. Compile information and prepare reports as needed and maintain expenditures for the Instructional Materials Allotment;
13. Maintain the inventory for supplies, equipment, and fixed assets of the department. Assist in ordering and storing supplies and equipment.
14. Compose and edit a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda, and other documents;
15. Maintain and update annually the Texarkana ISD Student Handbook;
16. Maintain the Instructional Services Key Inventory;
17. Compile reports and monitor data related to the Teacher Incentive Allotment. Regularly report to the district TIA team;
18. Monitor the expenditures, participation, and status of the Master’s degree students and Pathway students. Monitor employee terminations to determine if monies are to be repaid to TISD;
19. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions; and
20. Maintain accurate administrative records and prepare required reports.

**EQUIPMENT USED:**

Computer, printer, calculator, audiovisual equipment, copier and multi-line telephone system

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; manage others in a non-coercive manner, maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date