

United Independent School District

Department of Human Resources

SOCIAL STUDIES PATHFINDER TEACHER / INSTRUCTIONAL DEPARTMENT FACILITATOR High School Campus Assignment

Primary Purpose:

Provide leadership to accelerate academic achievement in the assigned content area. To utilize the allocated additional teacher conference period to accomplish the roles and responsibilities of the instructional department facilitator. Assist teachers in selected core areas of concentration to prepare, collaborate, train, assist, in the implementation of district, campus, and developmental goals and objectives.

Educational Qualifications:

- Eight (8) years of successful teaching experience within UISD preferred
- Masters Degree preferred
- Valid Teaching Certificate in appropriate area of concentration
- Secondary certification – Social Studies Composite preferred
- Exceptional interpersonal skills
- Selected by campus principal and/or SBDM campus staffing committee.

Major Responsibilities and Duties:

High School Instructional Department Facilitator

1. Oversees the implementation of district, campus and department goals and objectives.
2. Collaborates in the identification of department goals and objectives.
3. Deals consistently, collaboratively, equitably, and objectively with all personnel.
4. Implements a communications process that includes listening to all persons seeking assistance.
5. Adheres to State/Local/Federal standards and policies and devices ways and means of interpreting and implementing these standards and policies.
6. Focuses, guides, reviews, and offers feedback on each teacher's curricular area of responsibility towards accomplishing the school's mission, goals, and objectives.
7. Provides input in constructing a master schedule for department (i.e. the teaching load and class schedule for teachers in the department).
8. Approves instructional changes within the department and monitors the effectiveness of lesson plans weekly.
9. Coordinates the grading practices of teachers in the department.
10. Coordinates student teachers and student observers assigned to the department.
11. Assists and helps substitute teachers.
12. Holds individual teacher conference to assure continuous instructional improvement for student success.
13. Collaborates with campus administration regarding after school and Saturday tutorials.
14. Ensures that all teachers have a copy of the TEKS and that they are written into lesson plans and effectively implemented.
15. Collaborates with campus administration on the administration of all state mandated tests.
16. Schedules department meeting to keep teachers informed of all department information, school and district events.
17. Serves as a model mentor for all new staff in the department throughout the year.
18. Keeps records of agendas and sign-in sheets of department members.
19. Communicates and collaborates with other high school department chairs on district policies and guidelines.
20. Prioritizes department needs and assist in the preparation and expenditure of the department budget.
21. Develops a systematic accountability system for distribution of instructional supplies and materials as per requisitions.
22. Determines the needs of the assigned department and ensures that all needs are met.

Social Studies Pathfinder (continued)

Pathfinder Duties

1. Provide leadership to accelerate student academic achievement in the content area.
2. Serves as a motivator for the teaching of the subject area.
3. Works cooperatively in the collection, disaggregating, and analysis of student data.
4. Serve as an instructional leader for the department.
5. Model effective teaching practices.
6. Collaborate in the development of innovative lessons and learning practices.
7. Provide campus staff development relevant to the content area.
8. Ensure and effective extended day tutorial program to accelerate student achievement in the content area.
9. Coordinate with campus administration and Instructional Department for support services.
10. Serve as a resource to the SBDM Committee.
11. Model professionalism at all times.
12. Monitors implementation of district scope and sequence.
13. Provide leadership in the development of student intervention plans.
14. Develop and implement an action plan to ensure mastery of state and federal accountability standards.
15. Responsible for any other additional duties assigned by campus administration.
16. Perform other duties as assigned.

Working Conditions:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours. Some bending, lifting and stooping while performing job related functions.

Terms of Employment:

Wage / Hour Status:	Exempt
Minimum Salary:	Teacher Pay Schedule
Stipend:	\$5,000 Pathfinder \$2,000 Facilitator (+15 or more teachers)
Minimum Work Days:	187 + 6 Additional Days
Months:	10

Date Last Revised: 05/11

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

Social Studies Pathfinder Teacher (continued)

ADDITIONAL INFORMATION / QUESTIONS REQUIRED

Please respond to the following questions in detail:

1. As a pathfinder your role as a team builder is critical, how you will build a positive rapport with colleagues which will result in improved student performance.

2. Describe an innovative lesson addressing the special needs of limited English Proficient students, Inclusion Special Education students, and multiple levels of achievement within a heterogeneous instructional environment.

3. Discuss the process you would follow in designing and implementing a plan for academic acceleration of all students.

Circle your level of proficiency in each area:

Item	Not Knowledgeable	Some Knowledge	Proficient
Reading Recovery	0	1	2
Early Literacy Recovery	0	1	2
TEKS Reading Strategies	0	1	2
TEKS Math Strategies	0	1	2
TEKS Writing Strategies	0	1	2
TEKS Science	0	1	2
TEKS Social Studies	0	1	2
Desegregation of Student Data	0	1	2
Team Building	0	1	2
Conflict Resolution	0	1	2
Learner Centered Communities	0	1	2
Critical Thinking Strategies	0	1	2
Cooperative Learning	0	1	2
Learning Styles	0	1	2
Language Acquisition (SIOP)	0	1	2
Bilingual Strategies	0	1	2
ESL Strategies	0	1	2
AIMS (Activities in Math and Science)	0	1	2
Problem Solving	0	1	2
Assertive Discipline	0	1	2
Curriculum Alignment	0	1	2
Integrated Technology	0	1	2
Inclusion	0	1	2
Gifted and Talented	0	1	2
Section 504	0	1	2
Inquiry Based Learning	0	1	2
Other:	0	1	2
Other:	0	1	2