

JOB DESCRIPTION

Job Title	Specialist Leadership and Talent Development	Job Title Code	160199EF
Reports to	Director Leadership and Talent Development	Wage/Hour Status	Exempt
Dept/School	Human Resources	Pay Grade	103
		Date Revised	September 24, 2025

Primary Purpose

Support training for District PK-12 teachers and non-instructional personnel.

Education/Certification

- Bachelor's Degree from an accredited college or university
- Valid Texas Teacher's Certificate

Special Knowledge/Skills

- Knowledge of design, development, training and implementation of programs
- Strong organization, communication, presentation and interpersonal skills

Experience

- Five (5) year's classroom teaching experience

Major Responsibilities and Duties

1. Select and requisition instructional materials
2. Organize, plan and implement staff development programs
3. Order and maintain materials and information pertinent to content area and/or training topic.
4. Assist in conducting training sessions for teachers and all employee groups.
5. Assist in the development of needs assessment for the identification of target areas.
6. Review research and other findings in the content area or topic on which to base staff development programs for teachers and all employee groups.
7. Keep informed on the latest research trends and development for staff development training.
8. Recommend items to be considered in the preparation of the staff development budget and maintain project budgets.
9. Assist in the communications of training arrangements to all teachers/employee groups and in the coordination of record keeping of participation.
10. Provide demonstration teaching of best practices.
11. Assist teachers as they implement instructional strategies in the classroom.
12. Serve as a liaison between the campus, the divisions and staff development.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending. Occasional prolonged and irregular hours. Frequent districtwide travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

Note: This position is grant funded and your employment is expressly conditioned on the availability of full funding. If full funding becomes unavailable, your continued employment will be subject to review, as applicable.

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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 skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.