International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: AODFW RLA Subject Matter Expert

Exemption Status/Test: Exempt

Reports to: Area Academic Director/ District RLA Director

Date Revised: 10/2026

Dept./School: Curriculum and Instruction

Primary Purpose:

The Area RLA Subject Matter Expert (SME), in collaboration with the District RLA Director, ensures quality K-12 instruction at all campuses in the assigned Area and supports teachers and administrators to ensure implementation of quality lessons. SMEs spend 60% of their time on campuses coaching teachers and administrators (planning, demonstration, observation, co-teaching, and study of lessons) and 40% on curriculum responsibilities (collaborating with the Academic Director, creating and providing professional learning communities and staff PD, data review and conversations).

Qualifications:

Education/Certification:

Bachelor's degree in Education or related field;

Master's degree preferred; valid Texas teaching certificate in content endorsement preferred.

Special Knowledge/Skills:

- Knowledge of curriculum design and implementation
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to develop and deliver training to adult learners
- Strong organizational, communication, and interpersonal skills
- Demonstrated leadership beyond the classroom
- In-depth knowledge of DLI programs, curriculum, instructional best practices, and adult learning theories
- Knowledge of second language acquisition theories and reading instruction preferred
- Effective instructional delivery techniques and ability to guide and develop teachers
- Ability to build and maintain effective working relationships with teachers, administrators, parents, students, community members, and community-based organizations

Experience:

- 5-10 years of teaching experience
- Experience coaching teachers on best practices for both content and RLA
- Experience as an RLA content teacher required

Major Responsibilities and Duties:

Staff Development

1. Collaborate with the Academic Director, RLA Director, and Area Content Instructional Coaches to support the ILTexas mission.
2. Assist all teachers in the Area who teach assigned content.
3. Deepen teachers' content knowledge and use of research-based instructional strategies so students meet rigorous academic standards.
4. Provide classroom-based support for implementing new and/or refined instructional practices.
5. Facilitate vertical alignment and planning across grade-level PLCs, and create and present weekly PLC lessons.
6. With the District Area Academic Coordinator, create structures and processes that promote collegiality and shared responsibility.
7. Engage teachers in analyzing data from multiple sources to determine student and teacher needs, and facilitate analysis of student achievement and professional development data to measure impact on learning and practice.
8. Help design high-quality, job-embedded, school- and team-based professional learning, articulating its intended results for teacher practice and student achievement.
9. Build teachers' capacity to analyze research, make instructional decisions, and use varied strategies to assess student progress and improve practice.

Other

10. Compile, maintain, and file all required reports, records, and documents.
11. Comply with federal and state law, State Board of Education rule, local board policy, district safety protocols, and emergency procedures.
12. Keep the District Content Director, Area Academic Coordinator, Area Superintendent, school leaders, and other stakeholders informed of activities, progress, obstacles, and successes in student achievement and teacher practice.
13. Extensive travel: weekly visits to Area campuses and possible travel to professional conferences.
14. Perform additional duties as assigned by the immediate supervisor.

Charter wide travel as requested: *Extensive travel: weekly visits to Area campuses, charter wide travel as requested, and possible travel to professional conferences.*

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals

Physical: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting, and reaching; frequent keyboarding and mouse use; occasional light lifting/carrying (less than 15 pounds)

Environment: Work inside; frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____