

BRIEF DESCRIPTION OF POSITION:

Under the direction and supervision of the Director of Instructional Support Services, the Instructional Specialist will assist in the development, implementation, and evaluation of changes to the instructional program. Instructional Specialists will support State and Local assessments through data collection, analysis and presentation. Instructional Specialists will assist in the implementation of 21st century learning skills and the integration of technology into classrooms, specifically by collaborating with teachers on a one to one and/or small group basis to assist in the successful integration of technology into lessons. Instructional Specialists will conduct in-service sessions on a variety of topics, facilitate regular meetings at a district level, prepare training materials and other duties as assigned.

Content Specialist Areas

- AVID, Visual and Performing Arts, and World Language
- English
- English Language Development
- Math
- Science
- Social Science

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- a. Supports instruction and curriculum development, regular updating, and implementation of District master plans and curriculum frameworks.
- b. Assists in the evaluation of instructional programs.
- c. Collaborates to identify professional learning needs, including lesson study and instructional strategies, theoretical knowledge, content knowledge, and educational processes and then facilitates the delivery of such professional learning.
- d. Facilitates job-alikes to discuss and develop curriculum and instructional strategies to improve student achievement.
- e. Assist teachers through peer coaching, curriculum design, classroom observations and peer feedback on effective instructional teaching strategies, lesson design and co-planning lessons.
- f. Provides professional learning opportunities to teachers in the area of intervention materials, assessment and monitoring, and best practices that focus on the needs of English Language Learners, students with special needs, and at-risk learners.
- g. Participates in professional learning opportunities to better support district vision and teachers.
- h. Assists teachers and administrators in preparing for the administration, execution and later the analysis of CAASPP: SBAC and CAST, ELPAC and benchmark tests results.
- i. Prepares teachers to implement Standards Based curriculum. Design, implement and support learning opportunities for teachers with the intent to build capacity and expertise in the use of instructional technology.
- j. Provide leadership in the development and implementation of the District technology plan; promote the District vision and provide leadership in the effective integration of technology across all grades and content areas.

- k. Provide leadership in the development of curriculum to support teachers in gaining the skills necessary to effectively integrate technology as a tool for productivity, communication, research, problem solving, assistive technologies, student engagement and decision making.
- l. Plan and actively participate in Department Chair, District Curriculum Committee, Technology Advisory Committee, Tech Coach and Weekly Instructional Specialist meetings.
- m. Supports in the updating of A-G Course Management Portal, NCAA Portal, Pacing Calendars, Essential Standards and District-wide benchmark tests.
- n. Demonstrates organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines.
- o. Operate a computer, laptop, and other office equipment; experience with software packages and curriculum-based products and hardware.
- p. Perform related duties as assigned.

ABILITY TO:

- Communicate in an appropriate, effective and timely manner with all members of the school community.
- Work collaboratively with certificated and classified employees and administration.
- Utilize instructional technology to facilitate learning and to provide just in time support.

MINIMUM REQUIREMENTS

WORK YEAR	Certificated teacher work calendar plus five days in excess of teacher year. Additional five days must be determined with and approved by the Director of Instructional Support Services.
CREDENTIAL	Valid California Teaching Credential
EXPERIENCE	Bachelor's Degree and five years of successful teaching experience.
SALARY BENEFITS	Certificated teacher salary schedule plus: <ul style="list-style-type: none"> • Five days and • \$3,000.00 stipend
SELECTION	Selection procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
ASSIGNMENT PROCEDURES	Assignment procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
ASSIGNMENT SPECIFICS	Position is established for four years. Instructional Specialists will teach one course a total of one quarter each academic year in their credentialed area. At the conclusion of fourth year, Instructional Specialists must reapply for the position.