

<b>Job Title:</b>	Elementary Instructional Specialist
<b>Grade Level/Terms of Employment:</b>	Unified Pay Schedule 123/260 Days (12 Months)
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Office of Exceptional Education (Central Office)
<b>Immediate Supervisor:</b>	Elementary Coordinator for Exceptional Education

### **General Description:**

The Elementary Instructional Specialist will support elementary instruction for Exceptional Education systems and processes at the school level, specifically in the areas of English Language Arts, Mathematics and Compliance.

### **Essential Duties and Responsibilities:**

- Assists in the development and maintenance of special education programs for assigned elementary schools
- Collaborates with school-based administrative teams to establish and maintain special education services in accordance with Federal and State mandates.
- Monitors Performance Indicators and assists with components of the Results Driven Accountability (RDA) CAP as it relates to Audits, LRE, Graduation, Inclusive Practices and support to new special education teachers.
- Provides technical assistance on matters pertaining to regulations governing eligibility and Individualized Education Program (IEP) meetings at select elementary schools.
- Assists the Coordinator of Systems and Processes in ensuring that schools are in compliance with all special education policies and procedures.
- Monitors monthly discipline, child count and State Indicator reports.
- Collaborates with elementary school teams to assist with Tier 2 & 3 Interventions specifically in the areas of ELA and Mathematics
- Assists classroom teachers with selecting, developing and implementing appropriate instructional programs for students with disabilities
- Continues professional growth and development by keeping current with relevant literature, new research findings, improved techniques and by attending appropriate professional meetings, workshops and conferences
- Performs other work-related duties as required

### **Qualifications:**

- Postgraduate professional license with an endorsement in Special Education
- Administration and Supervision endorsement preferred
- Minimum of five years of successful teaching experience in Special Education required
- Knowledge of Educational Programming for students with disabilities
- Experience with IEP Development software (IEP Online, VA IEP, etc.)

- Experience with monitoring performance indicators and using the data to improve outcomes for students with disabilities
- Experience with the development of strategies and interventions specifically in the areas of ELA and Mathematics
- Effective verbal and written communication skills
- Effective management, team-building, and problem solving skills