

POSITION TITLE: Instructional Specialist – Early Intervention Reading Initiative (EIRI)

QUALIFICATIONS: Bachelor's degree in early childhood education, elementary education or a related field required. Postgraduate Professional License with an endorsement in reading, curriculum and instruction, or administration and supervision with a minimum of three years of recent successful experience preferred. Excellent oral and written communications, public relations and organizational skills required. Must be able to provide instructional leadership and management of division's reading intervention program and achieve high levels of student performance across grades kindergarten through grade three. Knowledgeable of data analysis, using data to inform instruction and monitor student progress. Must have an understanding of the knowledge, skills and processes for teaching reading at the elementary level and have experience with technology integration strategies in the classroom. Must be able to work in a cooperative manner with teachers, administrators, parents and community representatives. Must have extensive knowledge of child growth and development and instructional best practices for teaching reading. Must have successful track record of providing professional development and technical assistance to teachers. Applied knowledge of successful teaching techniques, technology, instructional materials and current research in teaching reading is requisite. Must be versed in the strategies and skills related to the Virginia Standards of Learning and how curriculum may be organized to teach these standards to diverse learners.

PERFORMANCE EXPECTATIONS: Monitors and supervises the Early Intervention Reading Initiative (EIRI) program in all elementary schools. Provides ongoing support and technical assistance for principals, building level EIRI Coordinators, school-based literacy teams, and EIRI tutors in the implementation of the division's EIRI plan for reading intervention. Attends and/or facilitates all district required training for building EIRI Coordinators and EIRI tutors. Provides ongoing staff development and technical assistance for tutors in various skill areas to improve the delivery of the reading intervention. Models lessons and coaches tutors in instructional delivery, progress monitoring, and data analysis. Prepares presentations, materials and handouts for training and directs support needed from school staff. Distributes appropriate curriculum materials to schools as needed. Assists with maintaining accurate and current inventory records of intervention materials. Assists schools in analyzing and interpreting reading data to make instructional decisions. Monitors school intervention plan through regular school visits and observations. Maintains a log of support provided to each school. Performs other related tasks as required.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional and administrative work planning, monitoring and supervising EIRI programs, activities and staff. Supervision is exercised over EIRI tutors. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Possesses effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Curriculum and Instruction

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 123

LENGTH OF CONTRACT: 260 Days (12 months) ***This position is grant funded and contingent upon availability of funds.***

FLSA: Exempt