

POSITION TITLE: Instructional Specialist –Title I Reading – Secondary

QUALIFICATIONS: Postgraduate Professional License with and endorsement in reading and a minimum of three years of recent successful experience as a supervisor or lead teacher in the subject area. Excellent oral and written communications, public relations and organizational skills required. Must be able to provide instructional leadership and management of division's reading programs and achieve high levels of student performance across grade levels. 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 and secondary 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 and adolescent 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. Familiar with strategies and skills related to the Virginia Standards of Learning and how curriculum may be organized to teach these standards to diverse learners. Must have a comprehensive understanding of the secondary curriculum and integration of reading across all content areas.

PERFORMANCE EXPECTATIONS: Monitors and supervises Title I reading programs, remediation and intervention activities. Supports division's instructional program for reading and provides training for reading teachers. Provides ongoing staff development and technical assistance for teachers in various skill areas to improve the delivery of reading instruction and classroom performance. Keeps abreast with the current research, methodologies and programs that support the instruction of reading. Models lessons, coaches and provides supplemental materials and resources for classroom and Title I teachers. Prepares presentations, materials and handouts for training and directs support needed from support staff. Distributes appropriate curriculum materials and equipment to teachers as needed. Assists with maintaining accurate and current inventory records for documentation and Title I compliance. Assists in administering and evaluating a variety of standardized and informal assessment measures used to implement the division's reading program. Assists with school improvement initiatives for Title I schools. Conducts training and provides technical assistance for school wide and targeted assisted Title I programs. Maintains communication with parents and provides them with information and materials for home use. Maintains a log of local and out-of-town travel and documentation for compliance. Supports after-school and extended day programs as it relates to remediation in reading. Knowledgeable of data analysis, using data to inform instruction and monitor student progress. Assists in the planning and preparing annual evaluations of ancillary programs to support teaching reading. Assists in preparing the annual budget for the Title I program. Attends local, state, and national conferences for educational and professional growth opportunities. Performs other related tasks as required.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional and administrative work planning, monitoring and supervising Title I reading programs, activities and staff. Supervision is exercised over Title I teachers. Work requires frequent standing,

sitting, walking and light lifting up to 10 pounds. 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 Federal Programs/Title I

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 123

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt