

POSITION TITLE: Instructional Specialist – Language Arts/Reading K-12

QUALIFICATIONS: Postgraduate professional license with an endorsement in English and/or Reading, and recent successful experience as a supervisor or teacher in the subject area. Excellent communication, public relations, and organizational skills are required. Must be able to provide division-level leadership in regards to curriculum, pacing, and resources to support classroom instruction. Must be able to analyze data at student, class, school, and district level and be able to help teachers use these data formatively to tailor their instruction and ultimately increase academic performance. Must be able to develop, monitor, and manage programs to achieve established goals and objectives. Must have the ability to work in a cooperative manner with a variety of groups, including parents, teachers, administrators, and community stakeholders. Must have comprehensive knowledge of child growth and development, small group learning, and understanding of learning and English/Reading programs. Must have extensive experience with innovative teaching techniques, instructional materials, and current trends in the area of English/Reading. Must be able to train teachers in the dimensions of reading: phonemic awareness, phonics/word study, vocabulary development, fluency, and comprehension. Must have an understanding and ability to support teachers in meeting the needs of students with diverse needs. Ability to diagnose specific learning needs in students and assist teachers in differentiating instruction in the classroom setting for these students. Must have an understanding of how to teach writing and implement a comprehensive writing program at the division level.

PERFORMANCE EXPECTATIONS: Monitors the instructional program for English/Reading teachers and provides ongoing support to help teachers improve performance and achieve objectives. Stays abreast of the latest Language Arts program trends and methodology. Coordinates division-wide professional development, classroom embedded professional development, and topic specific training sessions for content area teachers. Maintains a log of monthly travel and out-of-town travel as required. Supervises the development, implementation, and coordination of curriculum and programs in the area of English/Reading from Preschool through Dual Enrollment. Assists in establishing departmental curriculum objectives and implements a plan for the accomplishment of the objectives. Provides input in the recruitment, screening, hiring, and training of departmental personnel. Works with new teachers to ensure they have materials and competencies necessary for success. Serves as a resource to teachers and principals in making curricular decisions. Assumes responsibility for ensuring textbooks are ordered appropriately and distributed to schools in a timely manner. Visits classrooms regularly and provides follow-up consultation with written feedback to teachers and administrators. Assists in the collection, review, and submission of all requisite information for state and federal reporting. Maintains a working relationship with community stakeholders. Stays informed regarding educational innovations and trends and implements new strategies appropriate for division's student population based on data. Coordinates the gathering, selecting, and analysis of data with respect to the program area. Assists in the preparation of the annual program evaluation and budget as required. Maintains clear and accurate budget expenditures in compliance with current division financial accounting procedures. Ensures that budget is expended appropriately and funds are used for their intended purposes. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work working with English/Reading programs. Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication 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)

FLSA: Exempt