

POSITION TITLE: Instructional Specialist – Science

QUALIFICATIONS: A Postgraduate Professional License with an endorsement in Science and a minimum of three years of recent successful experience as a supervisor or lead teacher in the subject area. Excellent oral and written communication skills, public relations, and organizational skills are required. Must be able to provide leadership and management to the science program 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 representatives. Must have comprehensive knowledge of child growth and development, group processes, and understanding of science programs. Must have extensive experience with successful teaching techniques, instructional materials, and current trends in the area of science. Must be able to train teachers in the different science areas. Must have an understanding of varying degrees of learning styles, the needs of high achieving students and of strategies to challenge them at appropriate levels; child psychology, including personality and learning behaviors. Must have demonstrated expertise with educational measurement and evaluation and the utilization of assessment data. Must have the ability to instruct and advise teachers in the skills necessary to differentiate both low and high achievers.

PERFORMANCE EXPECTATIONS: Monitors and supervises the science program and activities, maintaining all required records and files. Monitors the instructional program, provides ongoing in-services in various skill areas as to help teachers improve performance, achieves objectives, and keeps abreast of the trends and methodology. Provides demonstration lessons to classroom teachers. Provides supplementary instructional materials. Distributes appropriate materials/equipment and needed curriculum materials. Assists office personnel in maintaining accurate records and documentation of all program activities. Assists in developing assessment tools. Assists the school administration in providing in-service and technical assistance. Provides schools with parent information and materials for home use. Maintains a log of monthly and out-of-town travel as required. Assists in the implementation, coordination and evaluation of special programs. Provides assistance in the preparation of the annual program evaluation and budget. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work assisting and supporting the Department of Curriculum and Instruction. 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 Curriculum and Instruction

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 123

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt