

POSITION TITLE: Instructional Specialist – School Improvement and Innovation (Grant Funded Position)

QUALIFICATIONS: Postgraduate Professional License with an endorsement in Elementary Education, English and/or Mathematics and a minimum of three years of recent successful experience as a supervisor or lead teacher in the subject area. Excellent communication, public relations and organizational skills are required. Must have extensive knowledge of instructional intervention programs in reading and math and school improvement experience. Must have the ability to analyze a variety of data, administer assessments and use multi-dimensional tools to inform instruction and student learning. Must have the ability to work collaboratively with the School Improvement Manager, building administrators, teachers and the division Instructional team to collect, analyze and report student performance data for each school in improvement. The ideal candidate will have experience working with student performance data to successfully drive instruction in the classroom. Must have the ability to work in a cooperative manner with a variety of groups, including Business partners, parents and community representatives. Must have extensive experience with successful teaching techniques, instructional materials, and current trends. Must be able to train teachers in multiple content areas and have an understanding of strategies to challenge students to become high achievers. Must have the ability to instruct and advise teachers in the skills necessary to differentiate instruction for both low and high achieving students. Must have an understanding of how to teach in all Monitors and supervises school improvement program plans and activities, and maintains all required records and files for state and local reporting. Monitors the instructional program for teachers, provides ongoing technical assistance in various skill areas to help teachers improve performance and achieve classroom objectives. Provides technical assistance (coaching, mentoring and training in best practices) for core content areas, particularly teachers that did not meet state achievement targets. Provides demonstration lessons and supplementary instructional materials to classroom teachers. Provides technical support to instructional staff to ensure development, implementation, and coordination of school improvement tasks/activities across content areas. Assists in establishing curriculum objectives, writing lesson plans and implementation of the objectives. Oversees use of state school improvement reporting tool and conducts training for accurate data reporting. Assists teachers with instructional problems and serves as a resource person on curriculum questions. Conducts classroom observations/visitations and provides follow-up consultation. Promotes interdisciplinary programming among teachers. Assists in the collection, review, and submission of forms and reports, relative to the school improvement program. Maintains a close working relationship with community and state agencies and businesses. Keeps informed on educational innovations and trends as they relate to instruction. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work working with schools in improvement status. 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: Manager School Improvement and Innovation

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 123. Position contingent upon grant funds.

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt