

<b>Job Title:</b>	Instructional Specialist, English Language Arts (ELA) Elementary
<b>Grade Level/Terms of Employment:</b>	Grade 123, Unified Pay Schedule
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	RPS Division Central Office
<b>Immediate Supervisor:</b>	Coordinator, English Language Arts K-12

### **General Description:**

The Instructional Specialist, English Language Arts Elementary provides leadership to Richmond Public Schools (RPS) efforts to advance literacy development for all students at the elementary level. The Instructional Specialist assists in developing, reviewing, and revising curriculum and assessments aligned to the Virginia Standards of Learning. The position supports teachers and administrators through professional development, coaching, and providing appropriately aligned resources to foster student academic success.

### **Essential Duties and Responsibilities:**

- Monitors the instructional program provided by English/language arts classroom teachers and provide ongoing support to help teachers improve performance and achieve objectives;
- Supports teachers in ensuring the alignment of their lesson plans and instruction to the appropriate Virginia Standards of Learning and the Curriculum Framework;
- Stays abreast of the latest English/Language Arts program trends and methodology;
- Coordinates division-wide professional development, classroom embedded professional development, and topic-specific training sessions for content area teachers;
- Supervises the development, implementation, and coordination of curriculum and programs in the area of English/Language Arts from Preschool through 5th grade;
- Assists in establishing departmental curriculum objectives and implements a plan for the accomplishment of the objectives;
- Works with new teachers to ensure they have materials and competencies necessary for success;
- Assumes responsibility for ensuring resources and books are ordered appropriately and distributed to schools in a timely manner;
- Observes classroom English/Language Arts instruction regularly and provides follow-up consultation and written non-evaluative feedback to teachers and administrators;
- Assists in the collection, review, and submission of all required information for state and federal reporting;
- Collaborates with RPS elementary English/Language Arts teachers and RPS curriculum staff to develop and implement a comprehensive writing program at the elementary level."
- Maintains a working relationship with community stakeholders;
- Stays informed regarding educational innovations and trends and implements new strategies appropriate for the 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 and procurement guidelines;
- Ensures that budget is expended appropriately and funds are used for their intended purposes;
- Takes initiative and proactively identifies opportunities to strengthen one's team and organization;
- Works well in a fast-paced environment; demonstrates flexibility and adaptability with a sense of urgency and zeal for ensuring every youth in RPS experience success in college, career and civic readiness.
- Models professionalism, engages in reflection, self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues.
- Performs other related duties as assigned.

### **Qualifications:**

- Postgraduate Professional License with an endorsement in English and/or Reading at the appropriate grade level spans, and recent successful experience as a supervisor or teacher in in English/Language Arts;
- Minimum five years of successful teaching experience with at least three years of teaching English/Language Arts;
- Endorsement and/or experience in Early/Primary Education is preferred.
- Experience working in diverse settings;
- Must be able to provide division-level leadership in regards to curriculum, pacing, and resources to support classroom instruction with a deep understanding of the progression of the knowledge, skills, and processes of education as defined in the Virginia Standards of Learning;
- Demonstrated knowledge of Virginia's Standards for the Professional Practice of Teachers. Excellent communication, public relations, and organizational skills are required;
- Proven ability to analyze data at the student, class, school, and division levels and be able to help teachers use this data to tailor their instruction and ultimately increase academic performance;
- Must be able to develop, monitor, and manage programs to achieve established goals and objectives;
- Proven 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, large and small group instructional strategies, and the theory and pedagogy related to elementary literacy instruction;
- Must have extensive experience with innovative teaching techniques, instructional materials, and current trends in the area of English/ Reading;
- Demonstrated ability to train teachers in the dimensions of reading: phonemic awareness, phonics/word study, vocabulary development, fluency, and comprehension;
- Must have the ability to coach teachers in meeting the diverse needs of students, including the ability to diagnose and respond to learning gaps through differentiated instruction.
- Must have an understanding of how to teach writing and implement a comprehensive writing program at the division level.