

**RSU No. 5 Durham ~ Freeport ~ Pownal
Instructional Strategist Job Description**

QUALIFICATIONS:

1. The position requires Maine Department of Education certification in K-12 Special Education 079, 035, or 030.
2. Teaching experience and educational background.

REPORTS TO:

Director of Instructional Support

JOB GOAL:

To provide leadership and oversight for compliance with the Maine Unified Special Education Regulations within the Instructional Support Department resulting in a seamless structure between the regular and special education.

PERFORMANCE RESPONSIBILITIES:

1. Serve as the designated administrator at Individual Educational Program (IEP) meetings.
2. Commit funds on behalf of RSU5 for identified students with disabilities within the limitations of the designated administrator responsibilities.
3. Evaluate students using specific achievement evaluations including but not limited to: WIAT, WJ-R, TOWL-4, TEMA, and TERA.
4. Provide professional development to special and regular education staff at each school.
5. Provide coaching and mentoring to special and regular education staff at each school.
6. Develop and refine specialized classrooms within the district to support students with disabilities.
7. Provide behavioral consultations for students with disabilities.
8. Provide oversight and supervision to educational technicians assigned to the Instructional Support Department.
9. Provide consultations to Student Assistance Teams.
10. Other duties as assigned by the Director of Instructional Support.

ESSENTIAL JOB FUNCTIONS:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.

5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of administrative work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Board of Directors and school policies.
7. Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:

Salary and benefits will be determined by the RSU5 Board of Directors

EVALUATION:

Evaluated annually by the Director of Instructional Support or his/her designee in accordance with this document

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
Adopted: October 26, 2020