

Lauderdale County Schools

Florence, AL

Job Description

Position: District Instruction Specialist

Department: Instructional Operations

Reports To: Assistant Superintendent

FLSA Status: Exempt

Contract Days: 202 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Masters from accredited college or university
2. Five years of successful experience teaching as a classroom teacher
3. Evidence of a strong background in Reading, Math, and Science
4. Experience in planning and implementing professional development experiences for school staff
5. Experience as a member of a Response to Instruction (RtI)/Pupil Support Team (PST)
6. Experience analyzing and interpreting data and leading school level data meetings
7. AMSTI, ARI Training preferred
8. Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform effectively in the position, may be considered

Purpose of Job

Assist in providing professional development in all areas of the district under the supervision of the Elementary and Secondary Curriculum Directors.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Work extensively in the area of K-12 professional development under the supervision of the Elementary and Secondary Curriculum Supervisors.
- Assist in providing professional development on aligning Alabama Course of Study (COS) standards, instruction, and measures of learning
- Assist in providing professional development on utilizing data to drive instruction including identifying obstacles, analyzing data, developing a plan of action, monitoring progress, and adjusting instruction

- Assist in providing job-embedded professional development and model research-based instructional procedures and strategies (including, but not limited to, the areas of Reading, Math, Science, and Technology)
 - Assist in providing professional development and ongoing support to Reading Specialists
 - Assist in providing professional development and ongoing support for Response to Instruction (RtI)/Pupil Support Team (PST) and Dyslexia
 - Assist with formative and summative assessments
 - Work closely with the ARI Regional Specialist, AMSTI staff, and other ALSDE personnel.
 - Communicate in an effective and professional manner with district/school personnel
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- Ability to work well with staff and students
 - Ability to build capacity of staff to analyze student achievement data for instructional decision making
 - Excellent organizational, oral and written communication and human relations skills
 - Knowledge of ALSDE trends in education, with emphasis on improvement
 - Other duties as assigned

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)