

## SCHOOL DISTRICT OF DESOTO COUNTY

### INSTRUCTIONAL SPECIALIST-SECONDARY ENGLISH/LANGUAGE ARTS (GR. 6-12)

#### JOB DESCRIPTION

##### QUALIFICATIONS:

1. Master's Degree or higher from an accredited educational institution or equivalent combination of education, training, and experience
2. Valid Florida certification in the appropriate area or Florida certification in progress
3. Educational Leadership Certification or Educational Leadership Certification in progress/completed by the end of the third year in the position
4. Three (3) years of teaching experience
5. Extensive experience aligning curriculum and instructional materials to the written, taught, and assessed curriculum;
6. Experience providing and planning professional development; and
7. Demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, administrators, and families

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends, research, and best practices in curriculum, instruction, and professional development related to job roles and responsibilities. Knowledge of national, state, and district educational goals and standards. Ability to lead professional development, collaborative planning meetings, and model effective classroom instruction. Ability to write and organize curriculum-related materials aligned to state standards. Ability to compile, analyze, and interpret data. Ability to read, interpret, and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes. Ability to understand the Course Code Directory and other state documents related to curriculum, instruction, and assessment. Strong organizational Skills. Excellent communication and presentation skills. Ability to lead groups to consensus.

##### REPORTS TO:

Assistant Superintendent

##### JOB GOAL

To provide leadership to the School District of DeSoto County (SDDC) efforts to advance literacy development for all students at the Secondary level. The Instructional Specialist assists in developing, reviewing, and revising curriculum and assessments aligned to state standards. The position supports teachers and administrators through professional development, coaching and providing appropriately aligned resources to foster student academic success.

##### SUPERVISES:

n/a

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- Monitors instructional programs and provides ongoing support to help staff improve performance and achieve objectives;
- Supports teachers and administrators in ensuring the alignment of the written, taught, and assessed curriculum to the appropriate state standards and the instructional framework;
- Stays abreast of the latest trends and methodologies for instructional planning and delivery;
- Coordinates district-wide professional development, classroom-embedded professional development, and topic-specific training sessions for staff;
- Models successful teaching practices at the classroom level, including strategies for differentiation.
- Supervises the development, implementation, and coordination of curriculum and programs in assigned areas;
- Observes classroom 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;
- Coordinates the gathering, selecting, and analysis of data with respect to the program area;
- Works well in a fast-paced environment; demonstrates flexibility and adaptability;
- Models professionalism, engages in reflection, self-led continuous improvement, seeks out feedback, and provides constructive feedback to colleagues;
- Participates in collaborative meetings (department meetings, data chats, professional learning communities, district learning communities) to assist in the analysis and utilization of assessment data to improve the focus of instructional planning for student achievement;
- Performs other duties as assigned.

**Inter/Intra-Agency Communication and Delivery**

- Alert personnel to changes in policies, programs, and procedures.
- Respond to inquiries and concerns in a timely manner.
- Visit schools and participate in the monitoring and evaluation of curriculum resources
- Advise the Assistant Superintendent/Director of Instructional Services regarding all aspects of instructional services.
- Keeps supervisor informed of potential or unusual events.
- Use of effective and positive interpersonal communication skills.
- Serve as liaison with the Florida Department of Education for assigned areas of responsibility.

**Professional Growth and Improvement**

- Assist with training for teachers.
- Maintain a network of peer contacts through professional organizations.
- Keep informed and disseminate information about current research, trends, and best practices in the area of responsibility.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Provide and receive training and technical assistance as needed.

**INSTRUCTIONAL SPECIALIST- SECONDARY ENGLISH/LANGUAGE ARTS (GR 6-12) (Continued)**

- Facilitate the development, implementation, and evaluation of staff development activities in assigned areas.
- Attend training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues.
- Adhere to the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida.
- Assist in the development and implementation of in-service education.
- Coach and/or mentor staff.

**Systemic Functions**

- Follow federal and state laws and School Board policies.
- Represent the district in a positive and professional manner.
- Demonstrate support for the school system and its goals and priorities.
- Assist principals and district staff to ensure that school improvement initiatives support the district mission.
- Assist in the development of policies related to curriculum and instructional services.
- Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**COMPENSATION:**

Compensation for this position is Pay Lane **SS, BS**

**EVALUATION:**

The performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of personnel.