CLARKSDALE MUNICIPAL SCHOOL DISTRICT

INSTRUCTIONAL SPECIALIST
JOB DESCRIPTION

QUALIFICATIONS:

1. Possess a valid state license for elementary grades 1-9 (115) or k-3 (116) or 4-8 (117 or exceptional education k-12 (221, 222 or 223) or a license in English grades 7-12 (119) with master's degree preferred.
2. Minimum of five years of successful classroom teaching experience in subject area of endorsement (115, 116, 117, 221, 222 or 223).
3. A valid license in administration (486) or elementary administration (387) or secondary administration (488) or special subject supervisor preferred.
4. Curriculum development and test data analysis experience preferred.
5. Excellent organizational skills with the ability to manage multiple projects.
6. Excellent interpersonal relations with teachers, principals, and district administrators.
7. Ability to effectively communicate information both orally and in writing.
8. Computer literate in use of Windows and Microsoft Office and other appropriate applications.
9. Experience in training adults or developing and leading professional development workshops preferred.

REPORTS TO:

Director of Curriculum and Instruction and Testing

SUPERVISES:

N/A

JOB GOAL

Responsible for working with curriculum teams, district administration, principals, building level administrators, Reform School Model leaders, and teachers to review data, administer, direct, and coordinate instructional programs at the elementary level to provide each enrolled student with engaging and meaningful learning experiences.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Conducts analyses of instructional methodology, curriculum, materials, and testing data to insure that instruction is designed with adequate attention to scope and sequence for effective learning.
2. Stimulates experimentation, scrutiny of objectives and enrichment of curricula and teaching methods by elementary school instructional staff.
3. Serves as a resource person or leader of curriculum studies, provides guidance for revisions, and recommends changes and improvements as needed of elementary curricula.

INSTRUCTIONAL SPECIALIST (Continued)

4. Works with the teachers to ensure continuity of work relating to the elementary curricula.
5. Maintains contact with the administrators of the assigned schools to ensure continuity of exceptional education students' work with the general education curriculum.
6. Keeps abreast of current research and effective models disseminating information as needed.
7. Arranges and/or provides professional development relating to appropriate pedagogy and methodologies for elementary schools.
8. Guides research, textbook selection, examination procedures and coordinates the adoption process.
9. Attends conferences and workshops; serves on various committees.
10. Serves as a liaison between community and related school and district programs.
11. Researches professional periodicals and attends staff development activities in order to continually improve skills and professional knowledge.
12. Performs other related duties as requested or assigned.

EVALUATION:

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