

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Specialist – Instructional (Math, Literacy, Fine Arts, Science, Assessment)
Prepared Date:	9/1/2021
Revised Date:	9/15/2023
Work Year:	187 Days
Department:	Learning Services
Reports To:	Applicable Executive Director in Learning Services Department
Salary Range:	APT Salary Schedule
Benefits:	Fringe Benefits based on Schedule C Benefits
Status:	FLSA Status: Exempt

SUMMARY:

The primary responsibility of an Instructional Specialist is to coordinate and facilitate the implementation of applicable District instructional program with an emphasis on developing 21st century skills. The Specialist is responsible for providing an instructional program (including curriculum and assessment design) designed to assist teachers in developing skills in the preparation of effective learning (lesson) plans, presentation of content, and classroom management. The Specialist will assist with the implementation of best practices in the classroom through demonstration lessons, observation of teachers who are changing instructional practices, reflective sessions following observations, facilitating PLC's, and professional development activities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Valid Colorado Teaching License within 60 days from date of hire
- Endorsement/Credentials in assigned area
- Five (5) years of successful teaching experience in instructional area
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master's Degree in education or related field
- Valid Colorado Principal or Administrator License

SKILLS AND KNOWLEDGE:

- Possess an in-depth understanding of state standards, curriculum, and assessment programs related to instructional field
- Demonstrate knowledge and understanding of curriculum and program assessment, program development and evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning
- Experience in preparing and presenting high quality, research based professional development
- Organizational and planning skills for setting both short term and long range goals, and for coordinating efforts for accomplishment of those goals
- Strong interpersonal skills demonstrated through the respect of peers and ability to build trusting, collaborative relationships
- Demonstrate initiative working independently and with groups
- Exhibit an approachable, professional manner with parents, students, school staff, and community
- Ability to organize, communicate effectively, make decisions, work independently, and as a collaborative team member
- Skilled in the use of technology and instructional media tools
- Exceptional verbal and written communication skills
- Demonstrate leadership, initiative, and student advocacy
- Demonstrate management, problem solving, and organizational skills
- Have excellent integrity and demonstrate good moral character and initiative

- Demonstrate ability of program planning and ability to establish and manage budgets
- Demonstrate knowledge of proven best practices in education, especially in relation to assigned school populations
- Knowledge of national, state, and District educational trends and goals

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Coach teacher leaders, teachers (regular education/special education) and administrators in leading district initiatives regarding intervention programming, educational pedagogy, and improved instruction toward increased student learning. Collaborate with principals on supporting individual teacher development and improvement
- Review assessment results by school and participate in the development of an improvement plan
- Lead and facilitate the curriculum design process including district instructional frameworks and district assessments. Work with principals and school leadership teams on implementation
- Assist teachers with using assessment data to plan instruction
- Assist teachers in the development and implementation of effective classroom management strategies, individual behavioral intervention plans, instructional planning, and classroom organization as needed
- Provide direct contact to classroom teachers, reviewing data, co-planning, co-teaching, and real-time coaching; Model instructional practices in a variety of settings and provide follow-up support to ensure effective teacher implementation
- Provide professional development for teachers as needed in the use of the curriculum and ancillary materials for the assigned program
- Participate in textbook adoption and the development of local assessments as assigned
- Assist in organizing textbooks delivered to warehouse and distributing textbooks to various schools as assigned
- Integrate technology into instructional practices and programs
- Facilitate District and school-based professional development
- Facilitate Data Meetings and PLC's

- Assist in identifying, acquiring, and organizing available resources to support teachers, students, and schools
- Employ a variety of instructional techniques and strategies into scopes and sequence documents aligned with instructional objectives in order to meet the needs of all students

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by supervisor

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
 F – Frequently (2.5 – 6 hrs per day) C – Continually (6 – 9 hrs per day)
 NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control			X		

*Pushing/Pulling Maximum weight: 60 lbs.				X	
Lifting Maximum weight: 60 lbs.				X	
Carrying Maximum weight: 60 lbs.				X	

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times. Occasionally exposed to outdoor weather conditions.