

## **ST. MARY PARISH PUBLIC SCHOOLS SPECIALIST JOB DESCRIPTION**

**POSITION:** Specialist

**REPORTS TO:** Chief Academic Officer or Designee

**TERMS OF EMPLOYMENT:** 11-Months

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule

**OBJECT/FUNCTION:** 119/2211

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**QUALIFICATIONS:** Valid Louisiana Teaching Certificate with five years of successful teaching experience, three of which must have occurred during the five-year period preceding appointment as program manager. Master's degree in education.

**EVALUATION:** Evaluations in accordance with the St. Mary Parish School Board Policy GBI-Evaluation.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise classroom instruction and evaluates performance of teachers and paraprofessionals.
2. Prepare, submit, and share written informal observations to assist Principal, Supervisor, and Superintendent.
3. Conference with teachers subsequent to observations.
4. Maintain confidentiality of reports in accordance with Louisiana law.
5. Promote and hold pre-service and in-service training in assigned curricular areas.
6. Work to develop coaching cycles and walk-through feedback with district and school personnel.
7. Create common assessments and other benchmark data to drive instruction and determine action plans.
8. Work to create a cohesive approach to instruction and feedback with other department members.
9. Assist new teachers in the system through the district's new teacher induction program.
10. Promote effective use and implementation of instructional materials.
11. Promote establishment of good classroom management.
12. Perform demonstration lessons with students in classroom situations for observation by teacher.
13. Assist new and experienced teachers in evaluation procedures to promote student growth.
14. Provide strong leadership with guidance and professional support.
15. Assist teachers in diagnosing student needs to promote student growth.
16. Assist in the preparation and administration of testing programs required by the State Department of Education and the district.
17. Familiarize self with new trends and publications in assigned curricular areas.
18. Perform necessary administrative and clerical responsibilities.
19. Work with Supervisors on matters involving students in assigned areas of responsibility.
20. Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations.
21. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
22. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
23. Perform such other tasks and assumes additional responsibilities as the Superintendent, Assistant Superintendent or appropriate Supervisor may assign.

### **PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.

13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_