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**Job Title:** Learning Specialist-Elementary

**Supervisor:** Director of Professional Development and Standards

**Terms of Employment:** 220 days

**Job Summary:**

To provide leadership and support for elementary schools in the implementation of the district's academic programs, including the implementation of curriculum standards and district instructional models, utilization of effective instructional strategies, integration of technology, diagnostic testing, and data analysis

**Essential Duties:**

Professional Development

1. Lead/facilitate professional development activities at the school level during planning periods, common planning time and/or after school on best practices, teaching methods, curriculum standards, content, use of instructional technology, lesson planning, instructional materials/resources, and other areas consistent with district initiatives and instructional models
2. Develop and lead/facilitate district staff development sessions
3. Support implementation of and use of instructional technology
4. Support implementation of and use of digital content
5. Work with instructional coaches to plan for common planning sessions
6. Support teachers as identified by the school-level administration
7. Model lessons and debrief with teachers and coaches
8. Lead/facilitate department meetings and collaborative planning sessions at the school and district levels
9. Work with new teachers (i.e. planning, classroom management, curriculum, instructional strategies)
10. Work with instructional coaches and teachers on implementing curriculum maps and state standards
11. Work with administrators, instructional coaches and teachers with data analysis
12. Serve as a mentor for new instructional coaches
13. Develop and support teacher leaders through
  1. Ongoing, sustained professional development
  2. Networking and engaging in reflective conversations over time
  3. Developing professional development sessions with teacher leaders
  4. Equipping teacher leaders with strategies for presenting, facilitating, and navigating conversations
14. Participate in staff development

**Instructional Leadership:**

1. Analyze district data and identify priorities



2. Coordinate and assist in developing curriculum documents (curriculum maps, unit plans, lesson plans)
3. Assist schools in the implementation of district initiatives
4. Assist school instructional coaches in employing effective coaching strategies and best classroom practices
5. Assist schools in implementing the RtI model and interventions
6. Assist schools in developing action plans and next steps
7. Observe teachers and provide feedback on instructional effectiveness
8. Assist teachers in the analysis of data to make informed instructional decisions
9. Assist schools in compiling and analyzing data including data from specific intervention programs
10. Reflect with school teams on next steps that address areas of growth
11. Conduct meetings with teacher leaders in order to coordinate curriculum alignment and instruction with assessment
12. Assist administrators and instructional coaches in progress monitoring
13. Facilitate the management of program accounts and analyze data
14. Participate in classroom walkthroughs
15. Lead collaboration on implementing high-yield strategies
16. Serve on committees as assigned
17. Monitor implementation of programs

**Other Duties:**

Perform other tasks and responsibilities as assigned by the Principal or other appropriate administrator

**Job Specifications:**

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.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Valid South Carolina certification for elementary and/or early childhood.
2. Master's degree in education or administration from an accredited university, preferred.
3. Minimum of five years of successful teaching experience.
4. Direct experience with use of elementary programs, materials, and resources currently in use in the district.
5. Experience in working with and/or teaching adults.
6. Demonstrated proficiency in written and spoken interpersonal communication skills.
7. Demonstrated proficiency in use of technology.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.



### **Physical Requirements:**

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. While performing the duties of this job, the employee is regularly required to walk, sit, stand and reach with hands and arms, stoop or kneel, and crouch. Duties may involve risk resulting from attending to students' behavioral needs.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Sufficiently mobile to ensure the safety of students.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Pay Grade: 209**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***