Job Description
MOORE PUBLIC SCHOOLS

Job Title **Elementary/Secondary: INSTRUCTIONAL RESOURCE SPECIALIST**

Qualifications:

Credentials: Oklahoma Teacher Certification

Education: Bachelor's degree required; Master's degree preferred

Training or Experience Required: Three to five years teaching experience.

Special skills, Knowledge, Abilities:

Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; may conduct interviews. In addition, must use creativity; makes public speeches or presentations or provides complex letters or reports.

Performs data recording/record keeping operations for archiving information and the study, research and analysis of programs and initiatives.

Performs routine computations requiring a knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and/or percentages.

Reads, interprets, and assists with the analysis and creation of complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): Performs duties under limited supervision by providing leadership and assistance to district instructional staff. Provides leadership to improve the knowledge of teachers in effective instructional delivery. Primary duties focus on the improvement of instruction through offering professional development, coaching, support and follow-up on effective strategies, methods, skills, use of challenging district and state academic content standards, and student academic achievement standards. An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is responsible to choose the solution.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; corrective counseling; assists with resolution of instructional delivery performance concerns (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short- and long-range planning to set and/or attain district goals and objectives. (F) Demonstrates leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, supervisors, and community leaders to accomplish district objectives or goals. (H) Contributes to quality of district programs including extracurricular programs; be involved in personal growth and development.

Essential Job Functions/ (PERFORMANCE RESPONSIBILITIES):

1. Provides professional development activities that are sustained, intensive, of high quality, and designed to improve teachers' knowledge and instructional skills.

2. Evaluates professional development offerings to determine the program's effect on improving teachers' knowledge, skills, and student achievement.

3. Provides follow-up for teachers who have participated in professional development designed to ensure that the knowledge and skills learned by the teacher are implemented in the classroom.

4. Develops and provides professional development strategies and programs to more effectively involve parents in helping their children achieve state content and student performance standards.

5. Trains teachers in research-based, innovative, and proven instructional methodologies that emphasize integration of the career pathways and are designed to meet the diverse learning needs of individual students.

6. Provides a forum for interaction among teachers that allows for the exchange of information or advances in content, pedagogy, and curricular integration.

7. Provides orientation and induction activities designed to assist staff to plan, model, instruct, reflect, and evaluate instructional delivery and practice.

8. Provides assistance to various schools including recommendations to alleviate any achievement gap between disaggregated sub groups and regular students as defined in state reports.

9. Assists to develop, monitor and report results on the assessment of student achievement.

10. Recommends program improvements based on an analysis of student achievement.

11. Assists teachers and principals with using hands-on strategies and the integration of real-world applications with emphasis on embedded activities to improve teaching, accountability, decision making, school improvement efforts, and student learning.

12. Maintains a constructive professional working relationship with teachers, administrators, and parents.

13. Regularly observes instruction, coaches, and mentors teachers to help improve overall teaching performance to include: planning, classroom management, presentation of new content, assessment of student learning, parent communication and conferencing, and all other appropriate teaching strategies and skills necessary.

14. Provides recommendations for long term plans that meet local, state, and federal requirements.

15. Recommends pilot programs in observance of established procedures or guidelines.

16. Devises and maintains records and reports as required.

17. Establishes links within the community to communicate program activities and establish support.

18. Advises and informs teachers and staff in their content area of legal use of software and the ramifications of copyright infringement on print or electronic media. Advises supervisors of possible copyright infringement on print or electronic media.

19. Assists teachers transitioning from emergency and/or alternative certification to licensure, standard certification and eventual career status within the district.

20. Assists in the preparation and presentation of materials designed to help teachers prepare students for all standardized testing.

21. Performs other duties as assigned by the Superintendent or Designee.

Supervision exercised: May provide indirect supervision over identified staff.

Physical/Mental Requirements and Working Conditions:

This is an office job with few if any physical/mental requirements other than those included in the essential functions. May on occasion have to lift and transport supplies, equipment, materials, etc.

TERMS OF EMPLOYMENT: Work Year to be established by the Superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board Policy.

Approved 04-08-2019