



BENCHMARK SPECIALIST STANDARD POSITION DESCRIPTION

Position Title: Benchmark Specialist
Reports to: Principal or Assistant Principal
Bargaining Unit: Yes

Location: Assigned School(s)
FLSA Status: Exempt

This is a standard position description to be used for licensed positions with similar duties, responsibilities, classification and compensation. Teachers assigned to the position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Benchmark Specialist is primarily responsible for effective teaching and learning the assigned subject(s) following district-approved curriculum, instruction, and assessment practices. Primary responsibility shall include student safety and appropriate collaboration and attention to each student's readiness to learn, including needed guidance, discipline, and welfare. Benchmark Specialists may teach in various elementary or secondary educational, individual, or team teaching settings. The Benchmark Specialist works with classroom teachers to design assistive instructional programs for students needing additional support to meet grade-level expectations. Instructional focus matches classroom-based assignments.

Part II: Supervision and Controls over the Work:

The Benchmark Specialist works with a high level of independence and professional discretion under the general supervision of a designated school administrator. The Benchmark Specialist's work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of state statutes, direction of the supervisor, and performance standards and expectations as outlined in the collective bargaining agreement.

Part III: Major Duties and Responsibilities:

1. Diagnose the needs and abilities of K-2 students in the area of literacy.
2. Prescribe effective learning strategies to meet the needs of students.
3. Facilitate activities that will accomplish the desired outcomes.
4. Evaluate the student's growth and development to make future instructional plans and communicate student progress to parents.
5. Maintain positive student relationships and good classroom management.
6. Work with Classified staff to ensure implementation of effective interventions.

7. Training of Classified staff in early literacy instruction and interventions.
8. The Benchmark Specialist will facilitate each component of the academic MTSS Team process, including:
 - Utilizing achievement and other student data to determine placement
 - Monitoring progress of students identified for intervention and facilitating entry/exit decision-making
 - Identifying instructional best practices and proven curriculum for literacy and math and supporting strategic teacher implementation courses.
 - Assisting administrators with professional development for all teachers in current literacy and math intervention and differentiation strategies
 - Developing a communication plan for parents of students participating in Strategies courses
9. The Benchmark Specialist will actively participate in faculty and grade level or department meetings, assist school efforts to plan, budget, implement, and evaluate programs and do related work as required. In carrying out these responsibilities, the Benchmark Specialist will follow school policy and procedures, standard practices, and approved curriculum and actively and positively support the school vision.
10. The Benchmark Specialist participates in professional learning opportunities in support of District-wide mission, vision, and goals.
11. The Benchmark Specialist is constantly observant of the needs and challenges of students. They promptly engage an administrator or appropriate educational staff associates when they suspect or reasonably believe that a student is at risk or in danger due to such issues as bullying, sexual harassment/misconduct, depression or suicidal ideation, or academic failure. The Benchmark Specialist serves as a positive role model for students and practices the behaviors they expect of students.
12. The Benchmark Specialist will establish a professional growth plan and annually review the plan and progress with the administrator.
13. The Benchmark Specialist will perform such other duties and responsibilities as are assigned.

Part IV: Minimum Qualifications:

- Successful completion of a teacher certification program at an accredited college or university.
- Must hold or be able to obtain Oregon Educator licensure with an **elementary- multiple subjects endorsement**.
- Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Evidence of continuous professional learning and a commitment to participate in professional growth opportunities and self-reflection on professional practice.
- Demonstrated content knowledge for subjects/levels being taught.
- Ability to effectively communicate verbally and in writing with parents, students, and staff.

- Commitment to effective collaboration and teaming within a professional learning community.
- Skill in classroom management and ability to achieve, support, and maintain acceptable student behavior.
- Knowledge of and ability to use appropriate and multiple assessment, instruction, and evaluation techniques.
- Knowledge of child and adolescent development and ability to apply that knowledge to the selection and application of curriculum materials and instructional practices.
- Knowledge and skill in the use of strategies necessary to meet the diverse needs of students.
- Knowledge and skill in culturally responsive teaching and learning.
- Skill and ability to utilize technology to aid instruction, assessment and learning.
- Any position specific special qualifications indicated in the recruitment process.

Part V: Desired Qualifications:

- Successful experience teaching in a diverse student environment
- Successful experience in a team teaching environment
- Successful experience in the grade levels K-2.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here 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.

While performing the duties of this job, the employee is frequently required to sit, speak, move about, hear and be visually observant of classroom behavior and learning activities. The Benchmark Specialist may sit or stand for longer than two hours at a time, may lift objects repeatedly, and may undertake repeated motions.

The Benchmark Specialist must routinely lift and carry materials weighing up to or more than 25 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues according to established protocols.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with subject being taught, but can be abnormally loud on occasion.

The Benchmark Specialist may be exposed to infectious disease as carried by students. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties and responds according to established protocols. While performing the duties of this job, the employee occasionally works in outside weather conditions.



The Benchmark Specialist is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. The Benchmark Specialist may be required to travel on school owned or leased vehicles while supervising and assisting students.