Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Academic Resource Team Content Specialist for Teacher Quality**

Qualifications:

Credentials: Certification in specific program area

Education: Master's degree awarded or in progress

Training/Experience Required: Three to five years teaching experience

Special Skills, Knowledge, Abilities:
May be required to know about federal/state regulations and laws affecting the specific program area.

Communication skills (oral, written, or business): 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; conducts interviews. In addition, must use creativity; make public speeches or presentations or provide complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

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

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Job Goal (Purpose of Position): Performs duties under limited supervision by providing leadership and public relations relative to a specific curriculum area. Provides leadership to improve the knowledge of teachers in an assigned core academic subject. 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. *Title II Part A Sec. 2101 Purpose (1)*

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 and discipline; resolution of complaints or grievances;
(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) Contribute 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' content knowledge and instructional skills. *Sec. 2123 Use of Local Funds (1) General (3) (i) (ii)*

2. Evaluates professional development offerings to determine the program's effect on improving teachers' knowledge, skills, and student achievement. *Sec. 2123 Use of Local Funds (1) General (3) (B)*

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. *Sec. 2123 Use of Local Funds (a) General (3) (B)*

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. *Sec. 2122 (b) Contents (9) (C)*

5. Trains teachers in research-based, innovative, and proven instructional methodologies designed to meet the diverse learning needs of individual students. *Sec. 2122 (b) Contents (9) (A)*

6. Maintains a written document that aligns the written, taught, and tested curriculum with current state and national standards (when appropriate) and meets district criteria for required components.

7. Establishes and maintains district networks of teachers for each grade and or subject in the area of responsibility. Provides a forum for interaction among teachers that allows for the exchange of information or advances in content and pedagogy. *Sec. 2123 (a) General (3) (B) (i)*

8. Works collaboratively with other content specialists and teachers to identify opportunities for integration and reinforcement of core content. *Sec. 2123 (a) General (3) (B) (i)*

9. Works collaboratively with other content specialists and teachers to eliminate redundancy and repetition of instructional units and materials in order to efficiently and effectively serve the achievement needs of students. *Sec. 2123 (a) General (3) (B) (i)*

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

11. Develops, monitors and reports results on the assessment of student achievement in the area of responsibility.

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

13. Works with new teachers in the area of responsibility to refine knowledge of the curriculum, materials, assessment standards and practices, and instructional a approaches. *Sec. 2123 (q) General (4) (B)*

14. Works with out-of-field teachers to meet the requirements for content knowledge, certification, and effective instructional practices as required by the Teacher Quality Act.

15. Assists teachers and principals with the analysis of data to improve teaching, accountability, decision making, and school improvement efforts and accountability. *Sec. 2126 (b) Contents (9) (D); Sec. 2123 (a) General (3) (A) (ii) (B) (v)*

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

17. Regularly observes instruction, coaches, and mentor teachers to help improve performance. *Sec. 2123 (a) General (4) (A)*

18. Provides recommendations for long term plans in the area of responsibility that meet local, state, and federal requirements.

19. Monitors the adoption of textbooks and programs and recommends varied instructional materials in the area of responsibility.

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

21. Devises and maintains records and reports as required.

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

23. 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.

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

Supervision exercised: May provide indirect supervision over staff in program area.

Reports To: Superintendent or Designee

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.

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