

Job Title: **Instructional Specialist**

- Qualifications:**
1. Successful teaching experience.
 2. Master's Degree in education.
 3. Strong motivation skills.
 4. Excellent verbal and written communication skills.
 5. Organizational and data management skills required.
 6. Excellent people/relationship building skills.
 7. Ability to use problem-solving skills to generate solutions.
 8. Must be team-oriented and flexible.
 9. Thorough understanding of No Child Left Behind and AYP.
 10. Ability to deliver training programs to achieve desired results.
 11. Willingness to travel.
 12. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

Reports to: Superintendent

Performance Responsibilities:

1. Acting as a liaison between the schools, the central office, assigned "outside expert", assigned state department contract personnel, and state department accountability team.
2. Providing on-going coaching and support to classroom teachers and schools.
3. Visiting school improvement schools on a regular basis.
4. Understanding AYP and state accountability plan.
5. Knowing and following federal requirements for school improvement schools.
6. Ensuring that school improvement schools use only research-based models, strategies and materials.
7. Providing resource materials to teachers that support high-quality curriculum pacing and alignment.
8. Setting up and monitoring required teacher mentoring programs.
9. Participating in all local and SDE training sessions regarding effective practices for schools in improvement.

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10. Attending national conferences on school improvement and best practices and relaying information on best practices to faculties.
11. Conducting high-quality, sustained training sessions, presentations, and workshops.
12. Coordinating with other central office personnel to assess educational needs at both the school level and LEA level.
13. Coordinating with other central office personnel to lead school faculties in analyzing results of “high stakes” state assessments.
14. Coordinating with other central office personnel to assist schools/LEAs in formulating and implementing school improvement plans.
15. Coordinating with other central office personnel to provide guidance to schools/LEAs on appropriate budgeting and expenditure of funds.
16. Performing other related personnel functions and projects as assigned.
17. Be regular and punctual in attendance.
18. Maintain confidentiality of any school system related information.
19. Maintain proper and professional relationship with other employees.
20. Perform duties in a manner that promotes good public relations.
21. Be familiar with and follow Board of Education policies.
22. Perform other reasonable related duties as needed.

Terms of Employment: 12 months per year. Salary to be determined by correct salary schedule for teachers.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Approved: October 25, 2005