

## **Temporary College & Career Ready (CCR) Instructional Specialist Elementary**

Classification: Classified

Terms of Employment: One year position, 29 hours/week, at \$18.48/hour

FLSA Status: Non exempt

This is an hourly position on the Classified 1 (Range 27). Position is based on the applicant's field of expertise.

### **Position Summary**

The College & Career Ready Instructional Specialist (CCR-IS) will implement into daily instruction appropriate educational curriculum based on their area of expertise within the Nevada Academic Content Standards and site curriculum and pacing guides. The CCR-IS will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. This person will report directly to the school site administrator.

### **Essential Duties and Responsibilities**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Administer appropriate district curriculum which is aligned with the Nevada Academic Content Standards.
2. Ensure the opportunity for all students to learn in a supportive environment.
3. Create and maintain a positive, orderly, and academically focused learning condition in the instructional environment.
4. Develop and implement the components of an effective lessons within their area of expertise using appropriate curriculum and school driven initiatives for excellent instruction or willingness to learn.
5. Analyze student progress and provide appropriate instruction.
6. Provide a classroom management/discipline plan ensuring safety at all times.
7. Ensure assessment regulations and guidelines are followed at all times.
8. Develop a classroom climate that promotes positive learning conditions.
9. Work professionally with administrators, staff, parents, and community.
10. Integrate technology into the instructional program.
11. Participate in other job-related duties and activities related to the position as assigned.

### **Position Expectations**

1. Demonstrate knowledge, skill, and ability to provide instruction in an elementary classroom (to be assessed using NEPF).
2. Work cooperatively with students, parents, peers, administration, and community members.
3. Guide the learning process toward achievement of curriculum goals.
4. Establish and communicate clear objectives for all lessons, units, and projects.
5. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.

6. Participate as an active member with other faculty and staff.
7. Maintain accurate and complete records as required by law and district policy.
8. Maintain and improve professional competence.
9. Communicate effectively both written and orally.
10. Perform other job-related duties as assigned by principal.

**Position Requirements**

Education and Training: Preferred associate's degree from an accredited college or university.

**Licenses and Certifications**

1. Preferred Bachelor's degree from an accredited college or university within an area of expertise
2. Nevada sub-teaching license issued by the Nevada Department of Education.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.