



INSTRUCTIONAL SPECIALIST ELEMENTARY

GENERAL RESPONSIBILITIES

Responsible for providing an instructional program designed to assist teachers with developing skills in the preparation of effective learning (lesson) plans, presentation of content, and school and community communications. Serve as a liaison between the school, and the assigned office or department.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as a liaison between the school and the assigned program by attending office/department meetings twice per month to include professional development.
- Work collaboratively with team members and principals of assigned schools to develop, update, and implement their Plan for Continuous Improvement.
- Participate in curriculum development, textbook adoption process and the development of local assessments as assigned.
- Create aligned assessments using the division's learning management system and review assessment results by school and division.
- Assist teachers and schools with data analysis and using assessment data to plan instruction.
- Provide ongoing training and follow-up in the use of assessment tools, including those available via the school division's learning management system.
- Provide input regarding appropriate, evidence-based intervention/remediation strategies for students.
- Assist teachers in the development of instruction and assessment aligned to the Teaching and Learning Framework and best practices, supporting classroom organization, as needed.
- Model instructional practices in a variety of settings and provide follow-up support to ensure effective teacher implementation.
- Provide professional development for teachers as needed in the use of the curriculum and ancillary materials for the assigned program.
- Assist teachers and principals in designing programs to meet the needs of all students.
- Conduct coaching cycles with classroom teachers using the VBCPS coaching model.
- Observe teachers and provide feedback utilizing the instructional coaching methods.
- Provide ongoing professional development that supports the school plan for continuous improvement and school division initiatives.
- Provide ongoing professional development and support to teachers by facilitating large group professional learning sessions, collaboration sessions, data analysis meetings, and instruction coaching cycles.
- Assist with the planning and delivery of parent workshops and informational sessions.
- Conduct or participate in workshops, committees, and conferences designed to promote the intellectual, social, and physical welfare of students.
- Participate in parent conferences, when appropriate, and provide instructional suggestions to parents, as needed.
- Stay abreast of national and state standards, and current trends and issues of assigned content area and best practice; serve on a variety of state and local committees.
- Maintain a log of services provided that will be submitted monthly.
- Perform related work, as required.



KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrate considerable knowledge of the principles and methodologies of effective teaching and curriculum design; demonstrate the ability to deliver and articulate oral presentations and written communication and interact effectively with staff, parents, students and the community; demonstrate and deliver instructional coaching methodologies; demonstrate a working knowledge of the English language in written and verbal content; demonstrate the responsibility for own professional growth by seeking continuing education and in-service training programs; demonstrate professionalism by working cooperatively with other staff members, using support services when needed, ensuring that oral communications are clear, accurate, and grammatically correct, respecting the confidential nature of professional information, submitting reports accurately and punctually and complying with administrative directives, individual school guidelines and school board policy; demonstrate self-control in the interaction with the school community; demonstrate good work habits to include punctual and regular attendance and efficient use of time.

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree.

Minimum of five (5) years teaching experience.

Special Education assignments require an endorsement in the Special Education field.

Preferred:

Master's Degree or endorsement in the content (e.g. math, reading).

Three (3) years' experience instructional coaching.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: Rev: 3/9, 3/10, 7/15, 7/20
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