



### **INSTRUCTIONAL SPECIALIST SCHOOL COUNSELING/GUIDANCE**

#### **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, classroom management, 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 annual school service plans.
- Participate in curriculum development, textbook adoption process and the development of local assessments as assigned.
- Review assessment results by school and division and participate in the development of an improvement plan.
- Assist teachers with using assessment data to plan instruction.
- Provide ongoing training and follow-up in the use of assessment tools.
- Provide input regarding appropriate intervention/remediation strategies for students.
- Assist teachers in the development and implementation of effective classroom management strategies, individual behavioral intervention plans, instructional planning, and 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.
- Confer with teachers regarding classroom observations and developing collaborative teams.
- Observe all teachers and provide feedback.
- Provide ongoing professional development that supports the school plan for continuous improvement and school division initiatives.
- Provide ongoing professional development and support to teachers.
- 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 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 field of Special Education.

**Preferred:**

A comparable amount of training and experience may be 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. 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:3/09, 3/10, 7/15, 7/20
---------------------	------------------------------------