

Teacher on Special Assignment - Instructional Specialist

Job Description/Responsibilities

Position Overview:

Instructional Specialists partner with teachers to help them improve teaching and learning so students are more successful. To do this, they collaborate with teachers to get a clear picture of current realities, identify goals, select teaching strategies to meet said goals, monitor progress, support teachers, and work collaboratively to problem solve until the goals are met.

Specialists work with teachers both one-on-one and in small groups to provide guidance, professional development, support, and resources as needed by teachers (and teacher teams). Specialists should focus on providing practical strategies and best practices for increasing student engagement and learning. This could include, but is not limited to:

- Facilitating RTI in all three Tiers
- Benchmarking / Progress monitoring
- Providing PD/booktalks
- Co-teaching
- Modeling lessons
- Assisting with lesson planning
- Assisting teachers with finding resources
- Assisting in analyzing student data with teachers, parents, administrators and other stakeholders
- Collaborating within the Instructional Specialist team

General Responsibilities:

1. Demonstrate willingness to assume leadership positions.
2. Demonstrate knowledge of researched-based instructional strategies that engage all students.
3. Provide organized, individual and/or group learning opportunities for teachers as needed.
4. Demonstrate knowledge using a variety of assessment tools.
5. Organize and facilitate Core Instruction Data Meetings
6. Administer and oversee testing (MAP, aimswebPlus, etc....)
7. Participate on RTI committee
8. Support teachers with PD as needed (using common language) to implement curriculum
9. Oversee data collection and intervention implementation
10. Provide instructional strategies and ideas for all Tiers
11. Communicate with teachers, teams, administrators and other support staff
12. Demonstrate a thorough knowledge of Common Core Curriculum and subject matter.
13. Provide support in analyzing student assessment data.
14. Assist teachers with designing instruction based on assessment data.
15. Assist teachers with specific classroom activities when requested.
16. Provide support for classroom motivation and management strategies.
17. Assist teachers in creating materials that are in alignment with curriculum.
18. Monitor intervention programs by observing and meeting with teachers.

19. Provide teachers resources related to instruction and curriculum.
20. Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
21. Provide assistance in researching instructional and/or curriculum solutions.
22. Model lessons when appropriate.
23. Provide encouragement and emotional support to teachers.
24. Encourage ongoing professional growth for all teachers.
25. Manage time and schedule flexibility that maximizes teacher schedules and learning.
26. Work positively toward meeting identified district and building improvement goals.
27. Assist with development of district curriculum, instruction and assessments.
28. Develop and maintain a confidential, collegial relationship with teachers.
29. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
30. Attend workshops/conferences to learn about new innovative instructional strategies to be shared and/or turn-keyed to teachers.
31. Perform duties as assigned by the Executive Director of Instruction and Personnel, the Director of Data, RTI, and Instructional Technology, or the Director of Curriculum.