

Job title	<i>Instructional Specialist</i>
Reports to	<i>Assistant Principal of Instruction</i>

Job purpose

Responsible for providing an instructional program designed to assist teachers with developing skills in the preparation of effective learning (lesson) plans, and presentation of content. Assists Assistant Principal of Instruction with curriculum development and professional development of instructional staff.

Duties and Responsibilities

Professional Capacity

- 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.
- Confer with teachers regarding classroom observations and developing collaborative teams.
- Observe teachers and provide feedback as assigned.
- 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.
- 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.
- Perform related work, as required.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Qualifications & Skills

- Bachelor's degree from an accredited college or university. Master's degree preferred.

- 2-5 years of increasingly responsibility in curriculum, instruction, and teacher development.
- Indiana School Educator's license
- Exceptional ability to collaborate with diverse stakeholders to achieve ambitious goals
- Exceptional leadership, organizational, and strategic planning skills
- Ability to build relationships, manage people, and solve issues in a complex and fast paced environment.
- Evidence of excellence through continuous learning and data analysis
- Superior oral, written communication, and interpersonal skills
- A high degree of personal integrity, professionalism, and persistence

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	