

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Instructional Specialist  
**Job Family:** Student Service Provider  
**Department:** Instruction and Professional Development  
**Typical Work Year:** 197 days

**Pay Grade:** Student Service Provider Schedule  
**FLSA Status:** Exempt  
**Prepared Date:** June 30, 2018

**SUMMARY:** The Instructional Specialist is an integral part of ensuring all students meet or exceed graduation standards identified by our district (aligned to the Colorado Academic Standards) and developing a collaborative culture among adult learning communities. The role of the specialist is to develop teacher understanding and artful application of research based instructional practices, data-based decision making, and the delivery of standards-aligned learning plans for the success of every student. The Instructional Specialists will collaborate with one another to create and facilitate effective adult learning opportunities that align with the district vision and mission. He/she ensures effective instruction in the classroom through modeling, co-teaching/planning, facilitating professional learning communities, providing feedback to teachers, and presenting best practices. The Instructional Specialist will demonstrate passion and leadership in providing successful learning experiences for every student. The Instructional Specialist is not a supervisory position and will not include the evaluation of teachers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Lead others in successful implementation of instructional practices that ensure all students meet or exceed graduation standards.
- Facilitate adult learning in a way that develops the professional community's compelling purpose, collective efficacy and shared responsibility for student learning, collaborative culture, communal application of effective teaching practices, deprivatized practice, relational trust, and individual/group learning based on ongoing assessment and feedback so that each educator and student meets or exceeds expectations.
- Present, Facilitate, Consult, and Collaborate with other educators to create and implement professional learning that results in the success of every educator and every student.
- Collaborate with teachers to construct learning opportunities for students based on best practices for personalized mastery and competency in the standards.
- Observe (non-evaluative) teachers' practice and provide cognitive coaching and feedback for the teachers' professional growth and students' success in meeting or exceeding the graduation standards.
- Consult with all educators and the community so that all will understand the Durango 9-R Vision, Mission, and Core Beliefs. • Support school leaders, instructional leadership teams, and teachers in using data to meet the needs of every student so that all students meet or exceed graduation standards.
- Other duties as assigned

### **ADDITIONAL JOB REQUIREMENTS:**

- Demonstrate faithfulness and promptness in attendance at work.
- Submit required reports promptly at the times specified.
- Demonstrate care of and protection of School District property
- Report suspected child abuse or neglect as required by law.
- Use the District's internet and E-mail system as specified in Policy.
- Fulfill other duties as assigned by the Director, Superintendent or their designees.
- Models continual improvement, demonstrates lifelong learning, and applies new learning to help all students achieve.
- Demonstrates evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.

### **EDUCATION AND TRAINING**

Minimum: Bachelor's degree from accredited university. Extensive education and/or training in Thinking Strategies and/or AVID instructional model for teaching and learning is preferred.

### **EXPERIENCE**

Minimum: Three years of successful teaching experience required. Experience in teacher leadership, learning focused conversations, and/or cognitive coaching preferred.

**CERTIFICATES, LICENSES, & REGISTRATIONS**

Valid driver’s license required. Colorado Teaching License.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Ability to work with teachers with diverse needs in various contexts.
- Ability to develop and implement lessons and programming that lead to student success in meeting the graduation standards.
- Ability to lead others.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board and District policies, Superintendent policies and building/ department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to utilize formative and summative assessments to access student learning.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Computers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.
- Presentation tools.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Director of Instruction and Professional Development

**Direct Reports:** None

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Assist with planning and monitoring the department budget

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X

Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date