



Columbia County School District Job Description

Position Title: Instructional Specialist		
Department: Student Learning	Evaluation Instrument: Performance will be evaluated annually by the Principal in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: Teacher Pay Scale	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days, 8 Hours Per Day		
Reports to: School Principal and Any Other Assigned Administrator		

MINIMUM QUALIFICATIONS

Education: Valid teaching certificate, with the gifted endorsement T-5 or L-5 level; at least five years exemplary teaching experience; Master’s Degree preferred

Essential Knowledge/Skills: Experience in or capable of providing professional learning for teachers, administrators, and paraprofessionals; knowledge of data analysis and its application for the improvement of student learning; keen understanding of the teaching/learning process; excellent communication and speaking skills; ability to work cooperatively with other professionals; ability to integrate technology into the curriculum and to use technology as a presentation tool.

The physical activity of this position requires: Standing, walking, pulling, fingering, talking, hearing and repetitive motions. The physical requirements are considered light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. The employee is required to have close visual acuity to perform an activity to such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes. The employee is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes. The employee is subject to outside environmental conditions: No effective protection from weather. The employee is subject to both environmental conditions: Activities occur inside and outside.

GOAL

To increase student achievement by facilitating change in instructional practices of teachers that will enable teachers to diagnose student needs more analytically; plan more productively; and teach more effectively.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- The instructional specialist will
- Improve student achievement and the instructional program by providing support for teachers by planning, collaborating, organizing, mentoring and facilitating change.
 - Provide knowledge of appropriate standards, content, pacing, materials, and resources to enhance teaching and student learning.
 - Disaggregate and analyze data to assist data teams in the interpretation to measure and improve student achievement and/or program effectiveness.
 - Provide support to students in interventions through teacher guidance and training and will monitor student growth using progress monitoring and benchmark data.

- Give input and suggest strategies through the RTI process regarding struggling students based on observation and individual time with students.
- Serve as a liaison special education and general education teachers to promote collaboration and ensure grade level standards are accessible to special education students.
- Collaborate with special education teachers to support the inclusion and resource models and to help monitor the effectiveness of teaching strategies on student learning.
- Facilitate the use of research-based teaching strategies and best practices to address the diverse needs of students and their learning goals.
- Plan with grade levels weekly to differentiate activities for all students through the gifted collaborative model.
- Assist in implementation of School-wide Enrichment Model to increase rigor for all students (Clusters, Type III projects, and SEM-Reading).
- Provide professional development needed to implement the School Improvement Plan, including grade level and individual professional goals related to student achievement.
- Establish, maintain, and enhance effective communication with administrators, teachers, parents and other stakeholders concerning academic initiatives within the school.
- Work with principals and teachers in organizing grade level/department meetings in order to affect horizontal and vertical continuity for students and articulation of instructional program throughout the school.
- Model lessons, promote reflections, and offer insights for the enhancement of teaching-learning situations.
- Demonstrate appropriate use of instructional technology and other educational tools to enhance and extend instruction and student use of technology.
- Work collaboratively with media specialists to promote informational literacy and provide resources for teachers and students.
- Demonstrate a commitment to professional growth and ethical standards to advance the mission, goals and policies of Columbia County Schools.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 2014