



Columbia County School District Job Description

Position Title: Instructional Writing Specialist		
Department: Department of Student Learning	Evaluation Instrument: Performance will be evaluated annually by the Director of K-5 Student Learning in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: Teacher’s Salary Schedule based on certificate and years of acceptable experience.	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Director of K-5 Student Learning		

MINIMUM QUALIFICATIONS

Education: Valid teaching certificate; at least three years successful teaching experience in ELA; Master’s Degree preferred

Essential Knowledge/Skills: Experience in or capable of providing professional learning for ELA 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

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Lead the Writing Unit Planning Team to develop and implement a consistent writing program
- Facilitate instruction based on current writing research throughout the total instructional program
- Model effective writing strategies for schools or teachers as requested
- Observe teachers implementing strategies and offer feedback
- Assist teachers with planning, sequencing, and scaffolding of instruction
- Create resources, web-casts, and professional learning links to publish on Wikispace for teacher access
- Train teachers in the use of benchmark assessments developed by the Writing Unit Planning Team
- Assist and train teachers in disaggregating data in Data Director for facilitating professional learning at each writing and language arts benchmark period
- Work with feeder pattern staff to assure articulation from elementary to middle

- Collaboratively problem-solve student and writing curriculum concerns and provide for effective transitions and vertical alignment between grade levels and schools
- Provide on-site writing professional learning for school system and school initiatives as well as individual needs
- Attend writing -related conferences, seminars, and workshops for professional growth
- Attend training for new state assessment program that will include new embedded writing assessment
- Other professional duties and responsibilities as assigned by the supervisor

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