



TITLE: **INSTRUCTIONAL SERVICES SPECIALIST –
ENGLISH LANGUAGE ARTS ELEMENTARY EDUCATION –
TK-6th Grade**

WORK YEAR: **205 Days**

NON-WORK: **42 Days**

REPORTS TO: **Director of Elementary Instructional Services**

PRIMARY FUNCTION:

Under the direction of the Director of Elementary Education, perform as an English Language Arts specialist assisting in the development and implementation of curriculum, plan and coordinate related staff development, provide direct support to schools, manage and participate in other activities related to improving the academic success of students.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Contribute to improved student achievement by implementing research- and standards-based planning, instruction, assessment, technology, and intervention. Monitor and communicate learning outcomes.

- Work with principals and other instructional management personnel to ensure a consistent, cohesive and carefully articulated instructional program across all sites and levels.

- Lead teacher groups in processes for: analyzing student performance data, designing research-based instructional responses to data, gauging effectiveness of interventions.

- Support implementation of Common Core Standards, curriculum development, textbook/instructional materials selection, content integration, technology use for enriched/extended/personalized learning, and standards-based program implementation, including differentiated instruction.

- Design blended and online professional development and collaboration using tools such as/similar to Haiku, blogs, web-based applications, and social media. Incorporate digital tools for real-time and asynchronous student learning such as open-education resources, device apps and cloud-based tools such as Google docs, and others.

- Knowledge of research based instructional strategies to support English Learners.

- Provide technical assistance to sites and collaborate with other departments to ensure a consistent, cohesive, carefully articulated, and clearly communicated instructional program in all sites and levels.
- Manage programs and/or special events as assigned, such as support for retained students, report cards, intensive reading, online applications, and other duties as assigned.
- Prepare and deliver written and oral presentations and reports to principals, parents, community members, and the Board of Education. Represent the District and Instructional Services at County, State, and other levels as assigned.
- Assist with the preparation of required reports, both written and oral.
- Collaborate and coordinate with community stakeholders and outside resources.

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.
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EDUCATION AND EXPERIENCE:

- California Administrative Services Credential
- Master's Degree
- A minimum of five (5) years' experience as certificated teacher
- Must possess a valid driver's license
- California Multiple Subject teaching credential with authorization to teach English Learners