



JOB DESCRIPTION

Position Title: Instructional Specialist

Job Objective: To provide leadership, coordination, collaboration, and innovation in reading curriculum and instruction, so that each student may drive maximum benefit from the K-8 reading, writing, and math curriculum.

Essential Functions: The following are typical work responsibilities.

- Screens students to establish proper grade, reading and math level placement.
- Assists classroom teachers in selection of students needing special reading, writing, and math instruction.
- Provides diagnostic, prescriptive and evaluative services for identified students.
- Provides individual and small group instruction for identified students.
- Administers and analyzes data from MAP and other assessments.
- Confers with the Vice Principal on the needs of the reading program.
- Acts as a resource teacher in reading to regular classroom teachers by assisting them in organizing their reading, writing, and math program, selecting materials, suggesting teaching techniques and relating their instructional program to the special needs of students.
- Assists in the establishment and development of school and district reading curriculum.
- Provides reading resources for teachers, aides and parents.
- Conducts staff development for teachers in related areas.
- Maintains accurate records to demonstrate student growth.
- Works collaboratively with colleagues.
- Meets regularly with classroom teachers to evaluate student progress and keep a log.
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Maintain effective and efficient record keeping procedures.
- Provides assessment data to the teachers and school leaders as requested in a timely manner.
- Develops and carryout a process for referring and monitoring students in need to the district.
- Develops and carryout supplemental support programs such as A-Z reading, IXL, MAP Khan Academy etc.
- Designates as the MAP school administrator
- Placement screening exams for prospective students (PS- 12th)
- Designated to review IEP/ ISP plans delivered through the district. In addition, attend district meetings regarding IEP/ISP
- Provides reasonable accommodation plans to enable a student with a disability to perform their school requirements.
- Works with students 1-on-1 who are low in math and reading
- Administers and scheduling MAP testing for KG - 8th
- Works with admin and the elementary teachers for MAP growth individual student plans
- Goals for students to increase their reading levels
- IXL goals for math and ways to hold accountability by teachers
- Improve reading levels for all elementary Kg - 8th



- Other duties as assigned.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- 1) Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- 2) Averts problem situations and intervenes to resolve conflicts.
- 3) Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- 4) Interprets information accurately and initiates effective responses.
- 5) Maintains an acceptable attendance record and is punctual.
- 6) Values diversity. Skillfully manages individual, group, and organizational interactions.