

Job Description

Job Title: Response to Instruction Specialist

Supervisor: Building Principal or appropriate Program Administrator

Position Code:

Pay Grade: 39

Job Classification: Exempt

Contract Length: 220 Days

Job Summary

Position is responsible for coordinating and monitoring the processes and requirements for the division's Response to Instruction programs. Position coordinates local, state and national testing programs at the building level. Position coordinates intervention programs and maintains records for identified students. Position works with central office personnel to identify, manipulate, and share data related to student achievement.

Essential Duties

1. Analyzes student achievement and assessment data with administrators, leadership teams, and teachers to determine effectiveness of curriculum implementation.
2. Provides staff development in data analysis techniques.
3. Maintains database of state-approved, research-based instructional strategies and programs to address failure to respond to instruction.
4. Leads the identification of students for referral through a tiered instructional program.
5. Assists teaching team with development of supplementary instruction at Tiers I, II, and III through a collaborative problem-solving process based on data showing failure to respond to previous instructional approaches.
6. Facilitates the development, implementation, and monitoring of Student Intervention Plans (CS-1).
7. Monitors responsiveness to supplementary instruction at Tier I, II, and III through administration of a variety of assessments including observation data charting and report results to instructional team.
8. Collaborates with teachers to refer students who are non-responsive to Tier III intervention for an individualized, comprehensive evaluation.
9. Coordinates building-level testing procedures and protocols for local, state and national testing.
10. Assists building administrators in analyzing data related to national, state, and local assessments.
11. Performs other duties as assigned

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Attends staff development programs, data and instructional meetings. Keeps abreast of developments, research, and new technology in the field. Performs any other related duties as assigned by appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree and be eligible for a Virginia teaching license (Master's degree preferred). Must have completed a minimum of five years of exemplary teaching experience at the elementary level. Must possess knowledge of working with data from various types of student assessments, including assessments required by the State of Virginia. Must possess excellent oral and written communication skills. Must possess the ability to establish and maintain professional relationships with school colleagues, administrators, and students.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Building Principal or appropriate Program Administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The Response to Instruction Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 07/19 CR