



Job Description

Job Title: Instructional Specialist II
Reading / Language Arts (PreK-5)

Position Code: 7E21

Job Classification: Exempt

Supervisor: Executive Director
Curriculum & Instruction

Pay Grade: 39 (Teacher Scale)

Contract Length: 245 Days

Job Summary

Position is responsible for supporting the school division's literacy initiative by working alongside the elementary supervisor of Reading/ Language Arts.

Essential Duties

1. Articulates the curriculum standards, emphasis, and guidelines to teachers, and the school community.
2. Participates in the planning of teacher and administrator training programs that promotes effective literacy instruction.
3. Provides feedback to administrators and teachers concerning classroom observations and instructional audits.
4. Provides literacy instruction assistance to teachers new to the school division.
5. Co-plans and co-teaches with teachers (especially new to district).
6. Participates in the planning of teacher and administrator training programs that promotes effective teaching.
7. Plans and conducts workshops and institutes which focus on the Virginia Standards of Learning.
8. Assumes the role of researcher and facilitator for disseminating information to teachers and administrators.
9. Coordinates and directs teacher teams participating in the Language Arts curriculum and development and revision process.
10. Assists in the dissemination and organization of PALS testing and monitors follow-up remediation.
11. Creates and revises portfolios and pertinent assessments as required.
12. Assists with the assessment program (quarterly assessments and regular diagnostic assessments).
13. Assists with the Early Literacy Initiative (PALS).
14. Assists with implementation and monitoring of the Reading First Grant.
15. Assists with the TeachFirst Professional Development Program.
16. Assists with the development of Balanced Literacy Handbook.
17. Models nondiscriminatory practices in all activities.

Other Duties

1. Initiates and maintains effective liaisons with professional societies to keep abreast of developments and research in the profession.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Instruction or 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 Master’s degree, a Postgraduate Professional License with an endorsement in Reading and 5 years teaching experience. (Virginia License in Administration and Supervision preferred). Must possess demonstrated evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of reading curriculum and instructional best practices. Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, administrators, community, students and others.

Working Conditions & 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 terminal/typewriter, and to perform; 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.

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: Assigned Staff

Supervision Received: Executive Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director 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

Updated: 10/21/09 (LR)