

English Curriculum & Instruction Support Specialist

PRIMARY FUNCTION:

Under the direction of the Director of Teaching and Learning, the Curriculum Instructional Specialist is responsible for providing classroom instructional support and training opportunities to site teachers in a specific subject area. Supports include curriculum and instructional strategy development and implementation, data gathering and analysis, and classroom modeling/coaching. The Curriculum Instructional Specialist demonstrates the ability to share knowledge and experience with colleagues in an effective way and assumes a leadership role in improving students' chances of achieving their maximum potential.

ROLES AND RESPONSIBILITIES:

- Assist site level TOSA in instructing peers on research-based teaching modalities, activities, and strategies that increase student engagement and achievement.
- Design, organize, and facilitate learning opportunities for teachers.
- Support site level TOSA and teachers in implementing effective instruction that is aligned with the District/State-adopted Common Core Standards, curriculum, and assessments.
- Provide technical support for districtwide online formative assessments and prepping data for Data Reflection Sessions (DRS) at PLCs.
- Support with analyzing data.
- Provide classroom demonstration lessons and modeling.
- Conduct classroom visits with follow-up coaching at all sites.
- Organize and facilitate the textbook adoption process.
- Support teachers with planning, including matrix and assessment revisions.
- Work in collaboration with the Instructional Technology Department and teachers to develop a variety of instructional technology training opportunities.
- Attend site level Professional Learning Communities (PLC) meetings to facilitate discussion with teachers on the use of assessments, student work, and observational data to inform instruction in content area.
- Collaborate with other Curriculum Instructional Specialists and site level TOSA's regularly to share best practices and disseminate knowledge.
- Obtain and maintain knowledge of instructional practices and other educational trends and opportunities.
- Make decisions, model, and behave in ways that demonstrate professionalism, integrity, and equity.
- Use effective collaboration and communication skills with team members, colleagues, and other educational partners.
- Perform other related duties as assigned.

PRIMARY EVALUATOR/WORK LOCATION:

- Director of Teaching and Learning
- Position to be located at District Office or as assigned
- May be required to travel to multiple school sites

REQUIRED QUALIFICATIONS:

- Have a minimum of five (5) years classroom teaching experience
- Possess a valid California English teaching credential in the subject area of responsibility

DESIRED QUALIFICATIONS:

- Experience with planning and leading professional learning for adult learners.
- Ability to motivate adults to reflect and transform their practices.
- Strong leadership and communication skills.
- Knowledge of current instructional best practices and strategies for school improvement.

**The position will be posted at the District's discretion or every four (4) years.*