



Mobile County PUBLIC SCHOOLS

Job Description Title – INSTRUCTIONAL SPECIALIST

SUPERVISED BY/REPORTS TO: Principal or the Central Office Supervisor of Instructional Specialist or their designee.

FLSA Designation: Exempt

JOB SUMMARY: Helping teachers increase their skills and improve their performance so that each child in the district may be provided with educational opportunities of a consistently high standard. Also, support teachers and provide a reflection of instruction, professional growth, collaboration, and implementation of effective teaching practices that will foster student growth and positive change in school culture and other support at the direction of the Central Office Administrator.

QUALIFICATIONS:

- Must have a valid Alabama teaching certificate.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Must have a Master's Degree in Education.
- Must have five (5) years of experience as a classroom teacher.
- Must have experience with providing professional development, analyzing data, and coaching adults.
- Must possess effective oral and written communication skills.
- Must possess effective time management and organizational skills.
- Must possess a high level of integrity and commitment to job responsibilities.
- Must possess knowledge of literacy content and learning theory.
- Must possess knowledge and expertise in scientifically based strategies and instruction.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Assists the principal in advocating, facilitating, and monitoring strategies that improve student achievement.
2. Assists teachers with the development and implementation of instructional strategies that support differentiated instruction to meet the needs of remedial, average, and advanced students.
3. Provides strategic classroom coaching and follow-up to develop model literacy classrooms and build school-based literacy content capacity.
4. Analyzes and monitors data to help teachers drive instruction in the classroom, offer relevant professional development and provide planning insight.
5. Identifies, locates, and/or creates a variety of instructional materials to stimulate learning and meet the needs of all students.
6. Incorporates and models appropriate use of technology to support instruction and student learning.
7. Promotes highly specialized literacy instruction in which all learners, especially struggling readers, thrive.
8. Promotes instruction that is explicit, intensive, accelerated, and based upon varied assessment sources.
9. Cultivates a community of adult learners who value collaborative problem solving.
10. Facilitates professional development by creating an environment in which all adults grow as learners to promote the success, achievement, and growth of all students.
11. Demonstrates ability to analyze instruction and prioritize needs to determine next steps for teachers.
12. Demonstrates knowledge and ability to build instructional capacity to support high student achievement across the curriculum.
13. Communicates information on issues, needs, and district initiative that support school goals to parents and community.

14. Possesses the ability to analyze and monitor data to drive instruction.
15. All other duties pertaining to curriculum and instruction as assigned by the Central Office Administrator.

OTHER DUTIES:

1. Attends appropriate conferences, workshops, and meetings to keep informed of current best practices and trends in education.
2. Attends meetings of the PTA or PTO, and other meetings as beyond the regular workday.
3. Performs other related duties as may be assigned by the supervising Central Office Administrator.

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. While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 15 pounds and occasionally may lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Often works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. Work is also done in an office setting but is subject to interruptions by phone calls and by teachers and parents. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal and the Director of Academics.

TERMS OF EMPLOYMENT

Specialist's schedule is determined by the Principal and the Director of Academics. However, the Specialist should have the initiative to change the schedule, after notifying the supervisor(s), if the Specialist sees a greater need in another area. Positions are 10-months (202 days) 7-hours per day. Daily work schedule and assignments can be subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

This position is for a designated school term only. Assignment for subsequent years is contingent upon continuous funding. Pursuant to Section 4(3)(b) of the Students First Act of 2011, time employed in this position shall not count towards non-probationary status or tenure with the Mobile County Public School System due to the fact that the funding and duration of this position is finite.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.