

## ORANGE UNIFIED SCHOOL DISTRICT

### INSTRUCTIONAL SPECIALIST

#### **BASIC FUNCTION**

The Instructional Specialists will work directly with classroom teachers to fully implement the District adopted curriculum at their assigned schools. The specialists will share the responsibility of coaching classroom teachers at one, two, or three sites depending on the size of the staff at the assigned school(s).

#### **DISTINGUISHING CHARACTERISTICS**

This position classification requires expertise in the field of reading/language arts, mathematics, or English language development. Direct experience in teaching in one or more of these areas is required to perform programmatic analyses using widely prescribed instructional principles and concepts. This position classification performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, the ability to provide oral information and direction, and the handling and transporting of instructional and assessment materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **ESSENTIAL DUTIES**

- Provide modeling, feedback, and instructional support for classroom teachers
- Assist with the full implementation of state standards and district adopted instructional materials
- Facilitate grade level meetings
- Attend all professional training on content and teaching procedures
- Addend additional training in how to be an effective specialist
- Analyze collected achievement data, identify patterns and plan staff development that is responsive to the data related to improvement of reading instruction.
- Evaluate the needs of teacher professional development
- Provide leadership in assessing, identifying, formulating, and implementing the District Reading/Language Arts, Mathematics, and English Language Development program based on grade level standards.
- Meet monthly with District Curriculum staff
- Serve as a member of the school's Instructional Leadership Team

#### **QUALIFICATIONS**

##### Knowledge of:

Best practices, trends, goals and objectives of high quality reading, mathematics, and/or English language development instruction;

Organization, planning, and program evaluation strategies, techniques, and procedures;

Curriculum and instruction, and design and delivery systems specific to reading instruction;

Research and development strategies, processes, and techniques;

Human relationships, conflict resolution strategies and procedures, and team building methods and techniques.

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Ability to:

Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication;

Establish and maintain cooperative and effective working relationships with others.

Organize, evaluate and analyze data and plan actions based on the data collected.

Serve as a resource in classroom management, curriculum, instruction, assessment and technology for instructional staff.

Display the use of good judgment in making decisions.

Train and provide work direction to others.

Work independently with little direction.

Meet schedules and time lines.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of successful teaching of reading and language arts, mathematics, or English language development and demonstrated leadership ability

Education:

Bachelor's degree or equivalent. Depth of training in implementing best instructional practices.

**Certification Requirement**

Valid California Teaching Credential

Appearance, grooming and personality which establishes a desirable example for pupils and peers.

Ability to meet District standards for physical and mental health.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.