

## **CORE SCHOOLS**

**JOB TITLE:** Instructional Specialist

### **DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under Highly Qualified Teacher direction, develop lesson plans, deliver instruction, and supervise students by performing a variety of activities related to an effective learning environment.

**SUPERVISOR:** School Director

### **TYPICAL CLASSROOM DUTIES:**

1. Instruct individuals and small groups of students in specialized learning situations.
2. Monitor individual students and classroom activities to provide a positive instructional environment.
3. Maintain school discipline policies.
4. Organize and set up materials for daily activities, and maintain neat and orderly classroom/instructional areas.
5. Prepare and maintain materials/equipment and gather appropriate resource materials for use in classroom activities.
6. Perform a variety of basic clerical duties as assigned, including copying tests and handouts, and recording test results.
7. Monitor student progress through observation, daily contact, and maintenance of accurate student records.
8. May also administer, check, and record standardized/classroom tests, daily assignments, and homework.
9. Establish and maintain informational and operational records and files, attendance records, and permission slips.

APPROVED BY BOARD(S)

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10. Assist students with assigned work such as listening to students read, answering questions, reinforcing concepts, and checking work for completeness and accuracy
11. Assist teachers in implementing lesson plans and other general requirements of teaching.
12. Attend staff development days and staff meetings as required for professional growth.
13. Performs basic First Aid for ill/injured students and administers medication in accordance with established guidelines and training.
14. Performs other related duties similar to the above.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- specialized content knowledge in specific learning area;
- principles of child development and instructional processes;
- age appropriate methods of tutoring and motivating students;
- proper use of English, spelling, grammar;
- general clerical procedures, practices, and equipment;
- classroom procedures and children's instructional and recreational activities.

#### **Ability to:**

- supervise students in a variety of situations;
- learn methods and materials used in a variety of instructional situations;
- meet schedules and deadlines;
- demonstrate proficiency in reading, writing, and mathematical skills;
- perform basic clerical functions and operate standard office equipment;
- understand and carry out oral and written instructions;
- establish and maintain accurate records and files;
- maintain the security and confidentiality of student records and information;
- read, interpret, and apply School rules and regulations;

- meet and maintain the physical requirements necessary to perform assigned duties in a safe and effective manner;
- communicate effectively in both oral and written forms;
- establish and maintain cooperative work relationships with those contacted in the performance of required duties.

**EDUCATION, EXPERIENCE, & REQUIREMENTS:**

- College level content area coursework
- Prior job related experience, with school age children;
- TB test clearance;
- Criminal Justice fingerprint processing.

All instructional specialists hired after January 8, 2002, who work with children served by a Title I program must meet one (1) of three (3) following qualifications:

1. Two (2) years of higher education;
2. A.A. Degree or;
3. Met rigorous standard of quality and demonstrate, through formal assessment, knowledge and ability to assist in instructing reading, writing, math or readiness.

**PHYSICAL CHARACTERISTICS:**

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office and media equipment.
5. Sufficient mobility to move about the school site.
6. Sufficient strength and flexibility to assist students with physical limitations.
7. Sufficient strength to lift 40 lbs. or carry objects weighing over 25 lbs.