



TITLE: INSTRUCTIONAL SERVICES SPECIALIST –
TK-6 MATHEMATICS

WORK YEAR: 205 Work Days

REPORTS TO: Directors of Instructional Services

PRIMARY FUNCTION:

Under the direction of the Director of Elementary Education; provide direct support to schools; manage and participate in other activities related to improving the academic success of students.

REPRESENTATIVE DUTIES:

- Organize and lead teacher groups in the curriculum development and textbook selection processes
- Work with principals and other instructional management personnel to ensure a consistent, cohesive and carefully articulated instructional program across all sites and levels
- Serve as a resource person to schools to support the successful implementation of instructional programs and related instructional priorities
- Assist with the development of new projects to enhance the instructional program
- Design, provide, and/or coordinate staff development in assigned area(s) of responsibility
- Manage programs and/or special events as assigned
- Prepare and deliver oral presentations and reports to principals, parent groups, and the Board
- Assist with the preparation of required reports, both written and oral
- Represent the District and Instructional Services at County and State levels, as assigned
- Contribute to improved student achievement and increased college and career readiness by implementing research and standards-based planning, instruction, assessment, technology and intervention.
- Lead vertical articulation efforts with teachers and administrators. Work with other staff to ensure a consistent, cohesive and carefully articulated instructional program across all sites.
- Contribute to providing support for student learning and achievement as a member of support and accountability teams and other assignments.

- Monitor budgets related to assigned areas of responsibility. Ensure that programs and events comply with legal, district, federal state, and local regulations and guidelines.
- Collaborate and coordinate with community stakeholders and outside resources.
- Design blended and online professional development and collaboration using tools such as Haiku, blogs, web-based applications, and social media.
- Perform other related duties as assigned

Knowledge of:

- Planning, organization and direction of student activities and programs
- Organization, function and activities of the school
- Principles and practices of student government and related procedures
- Current practices in the organization and facilitation of student development, activities and student representation in schools
- Budget preparation and control
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- District procedures and regulations
- Current instructional standards, curriculum and instructional delivery, standardized assessments, district assessments and accountability requirements
- District initiatives and goals

Ability to:

- Coordinate assigned activities with other departments and outside agencies
- Provide responsible and complex administrative support to the Principal
- Advise and instruct students
- Train and evaluate the performance of assigned staff
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Work in a diverse socio-economic and multicultural community.
- Operate a computer and job-related equipment

- Interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Maintain consistent, punctual and regular attendance
- Hear and speak to exchange information
- See to read a variety of materials

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential in Mathematics or Multiple Subject Credential with English Learners Certification
- Valid California Administrative Services Credential
- Master's Degree
- A minimum of five (5) years of successful experience as a classroom teacher
- Demonstrated success in student outcomes
- Teaching, instructional coaching, or administrative experience working with a diverse socio-economic and multiethnic school population
- Evidence of successful impact on instructional program for the assigned curricular area
- Ability to build collegial relationships for the purpose of increasing student college and career readiness
- Must possess a valid driver's license

04/2018