

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Instructional Specialist

Reports to: Principal

Job Class Code: 1060

Work Schedule: per salary table

Pay Scale: per salary schedule

Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Support and assist principals and assigned schools with the tenets of the planning process through Comprehensive School Improvement Planning (CSIP): Recognize and involve various stakeholder groups, Analyze Data, Assess Needs, Establish Priorities, Set Goals, Establish Measureable Objectives, Develop Strategic Action Plans, Implement with Fidelity and Progress Monitor to improve instruction, increase student achievement, close gaps and reduce novices.
- Provides specialized and intensive support for focus and/or priority schools.
- Provides instructional support to the schools by reviewing best practices, providing information, and facilitating PD sessions for district and school personnel as appropriate in curriculum, instruction, assessment, and standards. Provides specialized and intensive support for focus and/or priority schools.
- Provides modeling of specific best practices including curricular alignment activities, digital integration, culturally responsive teaching and learning, differentiated instruction, co-teaching and other strategies to support Professional Growth of teachers and principals.
- Collaborates directly with and supports the principal with the implementation, ongoing activities, evaluation, monitoring, and fidelity checks of a Multi-Tiered System of Supports (MTSS) process at assigned schools.
- Develops a strong and current knowledge base in Literacy strategies and demonstrates how literacy can be integrated into all content areas. Provides information, training and support to teachers and principals as needed.
- Provides assistance to principals and teachers with ongoing implementation of the Professional Growth and Effectiveness System (PGES).
- Provides current information from KDE and assists the schools with all KDE curriculum, instruction, and assessment requirements.
- Assists the schools with the selection, effective use and evaluation of instructional materials.
- Maintains regular attendance and professional appearance.
- Performs other job duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree

Certification/Licensure: Valid Kentucky Teaching Certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.