

DELANO UNION SCHOOL DISTRICT

INSTRUCTIONAL SUPPORT SPECIALIST

JOB SUMMARY

The Instructional Support Specialist will serve as both an Instructional Coach and as an Intervention Specialist, according to District and school site needs. He/She will work as a colleague with classroom teachers to support student learning. The Instructional Coach will focus on individual and group professional development that will expand and refine the understanding about research-based effective instructional practices. In order to meet this purpose, the Instructional Coach will provide personalized support that is based on the goals and identified needs of individual teachers. He/She will provide language and/or literacy intervention support to students performing below grade level. This position shall be contingent upon adequate annual categorical funding.

ADMINISTRATIVE RELATIONSHIPS

1. Directly responsible to Director of Academics and Site Principal.

REQUIRED QUALIFICATIONS

1. Multiple or Single Subject Teaching Credential from an accredited university
2. Bachelor's Degree or higher from an accredited university
3. Minimum five years successful teaching experience
4. Favorable recommendation from their current principal
5. Successful experience in implementing research-based instructional practices in the classroom
6. Desire to continue career improvement

ESSENTIAL FUNCTIONS

1. Support the mission, vision, goals and instructional philosophy of the Delano Union School District
2. Facilitate the intellectual and professional development of teachers
3. Create positive relationships with community stakeholders, teachers and administrators
4. Communicate and demonstrate research-based instructional practices that result in increased student performance
5. Communicate effectively with all members of the school district and community
6. Meet and instruct assigned students in the areas of literacy/language intervention
7. Maintains records of assessments conducted for students supported
8. React to change productively and handle other tasks as assigned

GENERAL RESPONSIBILITIES

1. Demonstrate knowledge of research-based instructional strategies that engage all students
2. Provide organized individual and/or group learning opportunities for teachers as needed.
3. Provide support in analyzing student assessment data
4. Assist teachers with designing instructional decisions based on assessment data
5. Assist teachers with lesson design and lesson delivery techniques
6. Assist teachers with the creation of lesson materials that are in alignment with state standards
7. Provide intervention services to selected students
8. Model lessons when appropriate
9. Encourage ongoing professional growth for all teachers
10. Manage time and schedule flexibility that maximizes teacher schedules and learning
11. Work positively toward meeting identified district and school site improvement goals
12. Assist in the development of district curriculum, instruction and assessments
13. Develop and maintain a confidential, collegial relationship with teachers
14. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classrooms observed
15. Attend workshops/conferences to learn about new innovative instructional strategies
16. Perform duties as assigned by the Director of Academics and Site Principal

SALARY RANGE

- Certificated Salary Schedule (183 work days)

Board Approved: 5/24/2012