



Littleton Elementary School District Position Description

TITLE: Teacher on Assignment - Instructional Specialist (Reading Focus)

CLASSIFICATION: Exempt

REPORTS TO: Teaching and Learning Services Director

GENERAL STATEMENT OF RESPONSIBILITIES: To assist the Teaching and Learning Services Director in the task of developing and improving instructional programs and systems

PRINCIPLE DUTIES: (Essential Duties & Responsibilities)

- Assists in development of K-8 curriculum and alignment to common core state standards.
- Assists in the formulation of innovative curricular programs that will improve instruction.
- Assists in planning staff development programs designed to meet specific identified needs in schools and programs.
- Assists and participates in the textbook adoption process and the selection of appropriate supplemental materials for use in district classrooms.
- Works with teachers in the classroom on the use of effective instructional delivery strategies.
- Assists with providing ongoing professional staff development activities for district staff.
- Attend local, state and regional meetings of Educational Support organizations and provide summary of meetings to Director
- Communicates with teachers regularly to problem solve and support/counsel as needed
- Maintains a broad base of strategies and techniques to share with teachers with whom s/he works
- Perform other duties and responsibilities as assigned or requested by Superintendent, the Assistant Superintendent or the Teaching and Learning Services Director.

KNOWLEDGE AND SKILLS REQUIRED:

- Solving problems and resolving conflicts with students and adults
- Knowledge of Arizona College and Career Ready Standards
- Excellent written and oral communication skills to present information to staff
- Knowledge of various instructional delivery skills
- Using computer and related software to prepare reports and documents related to curriculum
- Training and staff development skills, ability to train adult learners
- Ability to analyze and interpret data and generate reports
- Ability to perceive, plan, implement and continuously improve the instructional program
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor and the general public sufficient to exchange or convey information and to receive work direction.
- Evaluation, mentoring and training methods
- Arizona State Law and District policies and procedures
- Current Instructional Practices
- Effective classroom management strategies and discipline methods

- Arizona Department of Education and District School Improvement Process
- Function as a member of District committees as applicable or as assigned by the Superintendent

PHYSICAL REQUIREMENTS: Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

QUALIFICATIONS:

Valid teaching certificate and a minimum of three years of successful experience as a classroom teacher, or any combination of education and experience sufficient to successfully perform the essential duties of the job listed

Proficient in the essential elements of instruction

Knowledge and experience in K-3 Reading Instruction preferred

Knowledge and experience in leadership and staff development skills

Knowledge and expertise in integration of curriculum and instruction

Knowledge of Federal funding procedures and guidelines

Reading Endorsement preferred

Master's Degree preferred

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REQUIRED LICENSE/CERTIFICATION: Teaching Certificate/Valid AZ Fingerprint Card

TERMS OF EMPLOYMENT:

Teacher Work Calendar

301 Performance Pay is attached to this position

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Governing Board's policy on evaluation of Administrative Personnel.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____