

C&I: Instructional Specialist for English/Language Arts K-12

<u>Reports to:</u>	Director for Curriculum and Instruction
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Teacher Salary Scale
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **North Carolina Teacher Licensure**
 - **At least 5 years of classroom teaching experience**
 - **Master’s degree in Education-related field preferred**
 - **In-depth knowledge of current ELA standards**

Essential Job Functions:

- Assists in the disaggregation and interpretation of testing data and provides teachers with specific strategies to improve reading achievement
- Determines best practices related to ELA and serves as a resource in the selection of research-based instructional materials
- Assists in the development and delivery of professional development to support the needs of teachers and students
- Collaborates with other departments to determine ways to support the needs of teachers and students
- Participates in K-12 ELA curriculum development and stays abreast of the research regarding latest trends in curriculum, instruction and assessment
- Participates as a contributing and enthusiastic member of the Curriculum and Instruction team
- Aligns curriculum, instructional practice and assessments and creates resources to enhance implementation of the practices
- Creates and disseminates interim assessments aligned with the standards and MCS pacing guides, task analyses and supports teachers using instructional best practices
- Models lessons for teachers using instructional best practices
- Informs budget to support the Curriculum and Instruction
- Updates ELA information on the Curriculum and Instruction website in a timely manner
- Models ELA lessons for K-12 classroom teachers to support teacher development with content and pedagogy
- Evaluates ELA program and takes ownership for improvement efforts while seeking input from stakeholders
- Completes paperwork in a timely manner and meets deadlines associated with required reports
- Supports the development of school-based Instructional Coaches, and school-based Reading Intervention Teacher
- Collects and shares vital information from the state in regards to the curriculum legislation surrounding reading instruction. Coordinates with the Director of Curriculum and Instruction to provide any supplemental supports students and teachers may need surrounding literacy legislation
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquires or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations