

**Three Rivers Local School District
Job Description**

Title: INSTRUCTIONAL SPECIALIST

Qualifications:

1. Valid Ohio Teaching Certificate/License is required.
2. Master's Degree in Curriculum and Instruction or an Administrative license required.
3. At least five years of experience in academic background with a heavy concentration in curriculum and instruction.
4. Demonstrated ability in managing and supervising personnel.

Reports to: Chief Academic Officer

Job Goal(s): To oversee the effective implementation of state standards and to aid in the execution of district curriculum. To analyze assessment data and develop instructional materials and methods to support and coach teachers in the classroom. To work with principals and administrators to coordinate the implementation and assess the effectiveness of instructional programs and practices.

ESSENTIAL RESPONSIBILITIES:

1. Coordinates and assists the superintendent in the determination and development of Administrative and Board policy for curriculum/instruction matters including the District's courses of study and textbook selections.
2. Coordinates and supervises the District's implementation of state minimum standards pertaining to curriculum and instruction and minimum competency testing.
3. Works with Chief Academic Officer on professional development programs.
4. Assumes a leadership role in developing curriculum for any course mandated by the legislature or the Board.
5. Assists building principals with DLT, BLT, PLC, and other building committees related to curriculum, instruction or professional development.
6. Assumes a leadership role in the planning process for CCIP
7. Works with Chief Academic Officer on all Federal Programs budgets
8. Ensures the District's program and fiscal compliance in all federal grants
9. Monitors and supervises all federal programs as they pertain to regular instruction.
10. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
11. Assists teachers with opportunities to develop and experiment with innovative ideas for the improvement of instruction.

Instructional Specialist

12. Assists in the research necessary to accomplish the activities of this position and to measure the effectiveness of the school district's educational program.
13. Consults with district leadership team in matters relating to curriculum and instruction.
14. Shares the responsibility with the District's Administration and building Principals for reviewing and evaluating results of the district's testing programs and for other evaluative measures used by the school, including the Annual District Report Card.
15. Maintains liaison and active participation with educational leaders in curriculum and instruction at local, state, regional, and national levels.
16. Keeps abreast of and interprets all laws, regulations, rules and policies affecting the District's instructional programs.
17. Aids Chief Academic Officer in resolving problems and addresses concerns/complaints pertaining to curriculum and instruction.
18. Issues adequate information to staff and the public concerning the activities of this office such as current and future goals and changes in the district's educational program.
19. Works with any committee concerned with developing or changing school policies affecting educational technology.

ANCILLARY RESPONSIBILITIES:

1. Performs other curriculum and instructional development duties as requested by Superintendent or as necessary to fulfill the responsibilities of this position.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by a District Office Employee.

[BOE approved: June 29, 2016]

I acknowledge receiving a copy of the Three Rivers Local School District **Instructional Specialist** job description.

Employee signature

Date