



INSTRUCTIONAL SPECIALIST

Qualifications:

1. Must hold a standard New Jersey teaching certificate and New Jersey Supervisor or Principal certificate.
2. Three years of successful supervisory experience and/or five years of teaching experience
3. Experience in supervising, coaching/mentoring, or at a minimum having led school-level departments and/or teams.
4. Demonstrates knowledge of the New Jersey Student Learning Standards.
5. Demonstrates knowledge and understanding of child growth and development, effective instructional strategies, curriculum development, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exceptional interpersonal and communication skills.
7. Demonstrates the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary.
8. Proficiency in all areas of instructional and professional technology.
9. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: District Supervisor of Curriculum and Instruction

Job Goal: The primary role of the Instructional Specialist is to supervise, mentor and support teaching through observation feedback, and professional development. The Instructional Specialist will contribute to all school and district efforts that promote proficient teaching and learning.

Duties and Responsibilities:

1. Conduct teacher observations utilizing the District's observation tool.
2. Conduct classroom walkthroughs and informal classroom visits.
3. Assist in the implementation of the District Mentoring Plan.
4. Work with principals and other members of the administration to oversee implementation of Board of Education approved curricula and instructional programs and monitoring effectiveness through student achievement and assessment data.
5. Co-chair all school intervention and referral teams (I&RS) with the Supervisor of Guidance.
6. Work with principals and administrators to monitor and evaluate teacher performance.
7. Provide research-based content knowledge and resources to staff about instruction.
8. Provide research-based materials for use by the District departments, schools, teachers, and parents.
9. Collaborate with staff to collect and analyze data for professional development needs.
10. Coordinate, monitor, and deliver professional development (for in-service days as well as after school offerings)
11. Provide assistance and support in the use of instructional materials and technology.
12. Maintain paperwork consistently, appropriately, and in a timely manner.
13. Maintain the confidentiality of schools, teachers, and classrooms.
14. Coordinate/facilitate instructional material pilots and implementations.
15. Support the development of a coherent instructional program with clear and well-articulated standards that incorporate best practices across the content areas.

16. Develop understanding and proficiency in the alignment of curriculum with New Jersey Student Learning Standards.
17. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
18. Attend training and professional development in and out of district.
19. Continue to grow professional through collaboration with colleagues and professional growth experiences.
20. Support teachers with communication and conferencing with parents.
21. Serve as an educational consultant to students, parents, teachers, and other administrators in the interpretation, implementation, and evaluation of educational data and programs.
22. Attend required meetings and serve, as appropriate, on committees and planning teams.
23. Participate in curriculum and program development and in the selection of materials and equipment to support instruction.
24. Participate in goal setting activities with teachers and other administrators.
25. Coordinate and monitor school-level gifted and talented programs.
26. Monitor implementation, usage, and effectiveness of school and District instructional online platforms.
27. Perform other duties within the scope of employment and certification as assigned by the appropriate administrators.

Terms of Employment: 10-Month Position (September 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: 2-14-2023

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