



ALVORD UNIFIED SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION

INSTRUCTIONAL SPECIALIST, CURRICULUM WRITING

(195-Day Certificated Salary Schedule)

DEFINITION:

~~The Instructional Specialist, Curriculum will lead district efforts to facilitate the transition to and the implementation of the Common Core Standards and Frameworks. The Instructional Specialist, Curriculum requires expertise in one or more core content area. Direct experience in teaching in one or more of core content areas is required.~~

Under direction of an assigned administrator in the Educational Services department, the Instructional Specialist will provide research-based coaching to help guide school teams towards sustainable school improvement. The Instructional Coach will provide professional development, coaching, observing, modeling of instructional strategies, guiding teachers in assessing student work and developing instructional plans with teams of teachers or as individuals.

The Instructional Specialist, Curriculum will support the District by providing high-quality curriculum, support in curriculum writing and on-going professional development.

WORK YEAR: 195 Days

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended to describe various types of work that may be assigned & performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Research, evaluate, and create appropriate curriculum aligned with the Common Core State Standards.
- ~~2. Assist in the revision Units of Study and assessments.~~ Assist in the analysis of common formative and summative assessments.
3. Plan, design and execute professional development. ~~and curriculum writing sessions.~~
4. Work in collaboration with others to effectively implement curriculum.
- ~~5. Perform other related duties as required and assigned. Assist with the implementation of the Common Core Standards.~~
6. Demonstrate exemplary instruction for teachers through the following practices: coaching, modeling lessons, collaborative lesson planning, facilitating lesson study, and providing small and large group professional development.
- ~~7. Support implementation of Common Core Instructional Strategies such as questioning techniques, communication objectives, response frames, purposeful grouping, active engagement and other research-based strategies to increase the level of instruction.~~ Support implementation of research-based instructional strategies, particularly as it related to supporting students with IEPs or whose first language is not English.

8. ~~Support implementation of Units of Study to reflect the requirements of the Common Core Standards.~~ **Support and assist with textbook pilots and adoption cycles.** In addition, help make recommendations regarding the purchase of instructional materials, as needed.
9. ~~Assist in the analysis of formative and summative assessment as it relates to curriculum and instruction.~~
10. Plan and facilitate summer and on-going training.
11. Attend Professional Development.
12. Additional duties may be assigned

MINIMUM QUALIFICATIONS:

The position requires the following:

Knowledge of:

- Ability to establish and foster positive professional relationships with coaches, teachers, and Principals **school administration**
- Experience with software applications, including interactive white boards, management software tools, and data analysis
- Strong track record of effective team building and demonstrated commitment to students and learning; experience in working with adult learners
- Demonstrated knowledge of curriculum development and program design
- In-depth experience in best-practices that positively impact instruction and learning pedagogy
- Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively
- Excellent organization, time management and follow-up skills; high sense of urgency: demonstrated ability to successfully handle multiple projects concurrently; ability to work as a team
- Strong community-building skills; experience in mentoring or coaching teachers
- Strong research skills
- Highly adaptable, able to be effective and maintain composure in a fast paced environment

Education/Experience:

- Valid California Teacher Credential including CLAD/BCLAD certification or equivalent. Bilingual Spanish/English desirable.
- **A minimum of eight (8) years of classroom teaching experience or successful coaching experience. A combination of teaching and coaching experience will be considered.**

Other:

- Master's degree in Education desirable
- Experience and training in effective coaching techniques desirable

WORKING CONDITIONS

Environment:

- Office and/or classroom and outside work setting
- Subject to frequent interruptions and daily contact with district staff

- Frequent driving to various sites, training facilities, and/or other locations as needed

Physical Abilities:

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard and office equipment
- Sitting, walking and standing for extended periods
- Occasional carrying, pushing, pulling or lifting up to 25 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally

Hazards:

- Working with and around office equipment having moving parts.
- Occasional contact with concerned or troubled employees, students, parents, and members of the public.