

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Teacher Instructional Specialist

This position is X exempt or non-exempt

PRIMARY FUNCTION: The Teacher Instructional Specialist is responsible for providing instructional leadership for instructional staff including curriculum writing, professional development, and using data to make instructional decisions.

MINIMUM QUALIFICATIONS: Holds a current VA teaching license and has three years of teaching experience. Masters degree preferred. Experience as a teacher leader is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Pre-K-12 curricula
- Knowledge of curricular frameworks and effective researcher-based instructional strategies
- Skilled as a trainer of adults and knowledgeable of adult learning theory
- Ability to manipulate instructional data
- Ability to communicate well orally and in writing
- Proficient in the use of business software (e.g. Office 2007 Suite)

GENERAL PERFORMANCE RESPONSIBILITIES:

- Provides instructional support for all Pre-K-12 instructional programs
- Facilitates curriculum writing and revisions to ensure alignment of PCPS curricula with state standards
- Assists with the instructional materials adoption process
- Leads specialized programs, to include English Language Learners
- Leads division committees related to areas of responsibility
- Serves as school system representative at regional instructional committees, as needed
- Assists in the planning, development and implementation of the division professional development program to include
 - New Teacher Orientation and the Teacher Mentor Program
 - Teacher Leader Program
- Conducts professional development sessions
- Coordinates the integration of technology into curricula and professional development with Coordinator of Instructional Technology
- Conducts analyses of student data to inform instructional practice
- Works with teachers to expand building-level data analysis
- Performs such other instructional tasks and assume such other instructional responsibilities as may be assigned the Supervisor of Instruction and Accountability

TERMS OF EMPLOYMENT: Salary according to School Board Pay Plan; Teacher contract plus extra days as specified

REPORTS TO: Supervisor of Curriculum and Accountability

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of instructional personnel.

APPROVED BY SUPERINTENDENT June 2009