



ST. FRANCIS
Episcopal School

Position Title:	Instructional Specialist for Middle and Upper Schools
Date Modified:	December 2018
FLSA Classification:	Exempt
Reports to:	Head of Middle School
Position Purpose:	The role of the Instructional Specialist is to support students by providing intervention and remediation and to support teachers in their efforts to advance students with different learning needs within the classroom. The Instructional Specialist supports middle and upper school students and teachers with learning strategies, organization, and study skills and provides individual instruction as appropriate. The Instructional Specialist's broad area of responsibility is to ensure that each student may learn and flourish academically, socially, emotionally, and spiritually in a nurturing and responsive classroom and school environment.
Work Hours:	7:30 a.m. – 4:30 p.m.
Work Calendar:	School Year Administrative
PTO Designation:	School Year Admin (Blackout Dates May Apply)

Description

The Instructional Specialist reports directly to the Head of Middle School. The Instructional Specialist supports students by providing intervention and remediation and supports teachers in their efforts to advance students with different learning needs within the classroom.

Essential Functions:

- Provides one-on-one and small group support/instruction for students, both in push-in and pull-out environments.
- Makes regular assessments of students' achievement and progress.
- Supports teaching staff by offering resources and assistance to enable faculty to better meet the needs of all learners.
- Supports teachers in differentiating plans for students based on their unique learning profiles so that all students are engaged and challenged and achieves gains.
- Collaborates with teachers to develop effective whole group practices, small group interventions, and individualized learning activities.
- Assists in maintaining congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan and all activities of the student support services department.
- Supports the Employee and School Handbooks.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with the Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.

Essential Tasks:

- Honors the confidentiality and privacy of all students.
- In coordination with the Head of Upper & Middle School and the Head of Student Support Services, creates and implements a protocol for determining who will receive support from the Instructional Specialist.
- Reports regularly on student achievement and progress.
- Attends Parent-Teacher Conferences to discuss pupil progress with parents, as needed.
- Meets with individual parents as necessary to discuss the progress of their children.
- Reads and will be familiar with all Psycho-Educational evaluations for Upper & Middle School students. Assumes an active role in grade level team meetings in Upper & Middle School Support meetings.
- Collaborates with content and grade-level teams to promote an environment of critical thinking and academic rigor.
- Assists teachers in classrooms to help adjust, modify, and enrich curricular approaches and improve pedagogy.
- Approaches practice with a sense of urgency, maximizing every minute with students.
- Develops and maintain communication and documentation protocols related to learning support.
- Provides a safe learning environment in which students are able to take intellectual risks.
- Attends and participates in all mandatory school trainings and staff development.
- Knowledgeable about Senior Systems and/or other school management software programs.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by Head of School and/or supervising director or head including extracurricular.

Qualifications:

- Bachelor's degree in special education or related field. Master's degree preferred.
- At least four years of experience as an Instructional Specialist or in a related role. Independent school experience preferred.
- Valid professional Texas teaching certificate, preferred.
- Trained in *Responsive Classroom*, preferred.
- Must demonstrate competency with basic word processing, spreadsheet, basic office equipment, and internet applications.
- Ability to effectively collaborate with faculty, staff, administration, and parents.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate; may work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach