

K-12 INSTRUCTIONAL SUPPORT SPECIALIST

TITLE: K-12 Instructional Support Specialist

REPORTS TO: Director of School Improvement and Innovation

SUPERVISES: N/A

JOB FUNCTION: Provides effective, efficient, and strong leadership support in targeted schools/feeder patterns.

DUTIES AND RESPONSIBILITIES:

- Serves as facilitator of a “support team” of district and other professionals providing targeted support to schools within a feeder pattern
- Provides guidance and support for principals and other school leaders as they continue to implement “leadership for learning” activities
- Provide guidance and support as a facilitator for teachers as they collaborate to develop appropriate standards-based curricula
- Provides guidance and support as a facilitator for teachers as they collaborate to develop appropriate “assessment *for* learning” and “assessment *of* learning” strategies
- Provides guidance and support as a facilitator for teachers as they review student work to determine appropriate instructional interventions
- Provides guidance and support as a facilitator for teams of teachers and school leaders as they develop vertical transition plans within feeder patterns
- Assists targeted schools with resource focus and allocation as appropriate
- Collaborates with other district staff to identify and provide professional development or other services as required to improve programming in targeted schools

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DUTIES AND RESPONSIBILITIES (CONT.):

- Represents FCPS in appropriate activities with higher education, business & industry and government agencies as they come together to enhance programming within the school district
- Maintains regular attendance
- Performs other duties as assigned

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Master's Degree and/or Rank I; recognized as a master level teacher with at least five years of successful teaching experience and/or other related experiences; successful school and/or district-level leadership experience in economically and ethnically diverse populations preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Teaching Certification in appropriate content area; proven leadership ability and ability to work well with and motivate others to perform at high levels; exemplary communication and organizational skills.

Original Date: _____

Revision Date: 03/2007

Revision Date: 07/2012

Revision Date: 07/2014