

DeKalb County School District

Position Specification

Title: Instructional Support Specialist

DIVISION	School-Based		
DEPARTMENT	School-Based		
REPORTS TO	Principal		
CLASSIFICATION	Teacher	LEVEL	Teacher
CALENDAR	10 Month	FLSA	Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR)	05/29/2015

General Statement of Job

Under general supervision of the Principal, assists school administration to provide support and guidance in the instructional operations of the school.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Design and deliver professional learning related to formative assessments to school staff.
- Serve as a co-lead for the schools to ensure all practices comport with state requirements related to formative assessments (e.g., student learning objectives).
- Assist the administration in executing an instructional management system as a tool for formative assessments.
- Assist teachers in reflecting on and analyzing their practices by reviewing student work to inform instruction for student achievement.
- Observe teachers to assess instructional effectiveness as it relates to student achievement and teacher quality.
- Provide teachers with opportunities for observation of exemplary practice and model lessons, as needed.
- Confer with beginning teachers in utilizing the appropriate teaching methodologies through techniques such as team teaching, demonstrations, simulations, and consultations.
- Serve as a liaison to establish, maintain, and promote a confidential and non-

evaluative relationship with all teachers to identify instructional resources and support structures.

- Provide informative assessments and processes samples for identified teachers to promote effective classroom practices and student learning methods.
- Administer and/or support the state and local standardized testing processes and policies.
- Assists the principal and other administrators with administration of the total school program in accordance with all applicable requirements and regulations.
- Assists in organizing and implementing staff development opportunities.
- Stays abreast of educational research, trends, and issues.
- Performs other duties as assigned by appropriate administrator.

EDUCATION AND/OR EXPERIENCE:

Master's degree in Education from a Professional Standards Commission approved accredited college or university is required. Master's degree in Education Administration, Educational Leadership or closely related area from a Professional Standards Commission approved accredited college or university is preferred.

Minimum three (3) years successful classroom teaching, supervisory level education administration or closely related experience is required.

CERTIFICATES, LICENSES, PERMITS:

Valid Professional Standards Commission approved certificate in appropriate educational field at level SRT-5 or above required. Valid Professional Standards Commission Educational Leadership certificate at level 5 or higher preferred.

Knowledge, Skills & Abilities

Knowledge, Skills, Abilities: Written and oral communication with staff, faculty, and parents; instructional strategies that connect the curriculum to the learners; student management; technology skills; ability to function calmly and effectively under pressure; demonstrated success at multi-tasking; time/task management; project organization

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.