

**INSTRUCTIONAL SPECIALIST
STEM/AVID - ELEMENTARY SCHOOLS**

GENERAL RESPONSIBILITIES

Under supervision of the Director of the Office of Guidance Services and Student Records, the instructional specialist provides leadership for implementing, and facilitating the Advancement Via Individual Determination (AVID) Elementary system (AE system) and K-12 STEM (science, technology, engineering, and mathematics) professional learning process for the division’s Operation PRIDE grant schools. The instructional specialist ensures that resources are available for use by administrators, teachers, counselors and students. In addition, the position provides the necessary professional learning and coaching requirements to meet the goals of Operation PRIDE.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as a liaison for the Operation PRIDE grant to develop and facilitate professional learning and coaching focused on K-12 STEM and the AE system.
- Visit, coach, guide, and support staff at assigned sites to monitor progress toward STEM/AE goals.
- Uses appropriate resources and technology to promote the implementation of STEM and WICOR (writing, inquiry, collaboration, organization, and reading) strategies.
- Coordinate the alignment of the division’s STEM/AVID elementary curriculum to state and national standards.
- Review, analyze, and submit performance and certification data for elementary school sites.
- Verify AVID Center certification status and provide feedback for AE planning and program improvement.
- Maintain a log of services to support Operation PRIDE goals.
- Assist with the planning of STEM activities, AVID family workshops, and other events.
- Attend Operation PRIDE meetings, AVID Center virtual meetings; professional learning communities’ (PLCs) meetings, and AVID Summer Institute Path and AVID District Leadership trainings.
- Perform other job related duties as assigned by the Director of the Office of Guidance Services and Student Records.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrate considerable knowledge of the principles and methodologies of effective teaching and curriculum design; demonstrate the ability to deliver and articulate oral presentations and written communication and interact effectively with staff, parents, students and the community; demonstrate a working knowledge of the English language in written and verbal content; demonstrate the responsibility for own professional growth by seeking continuing education and professional learning programs; demonstrate professionalism by working cooperatively with other staff members, using support services when needed, ensuring that oral communications are clear, accurate, and grammatically correct, respecting the confidential nature of professional information, submitting reports accurately and punctually and complying with administrative directives, individual school guidelines and school board policy; demonstrate self-control in the interaction with the school community; demonstrate good work habits to include punctual and regular attendance and efficient use of time.

EDUCATION AND EXPERIENCE

Bachelor’s Degree and a minimum of three teaching experience. Possession of an AVID Center certification preferred or employee must attend AVID Center training to gain certification.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some travelling, standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Participate in required AVID Center Leadership and Summer Institute training.
- Possess a valid driver's license

FLSA status: Exempt	Description: July 1, 2015
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