

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

INSTRUCTIONAL SPECIALIST

POSITION: Instructional Specialist

REPORTS TO: Site Administrator

LOCATION: ABE/GED Program

NATURE OF WORK:

This position serves as a resource for all instructional staff and is responsible for appropriate instruction of learners.

ESSENTIAL FUNCTIONS:

- Knowledge of curriculum design and development and instructional processes and strategies based on research in adult learning and development;
- Knowledge of all Literacy Works Information System (LWIS) data elements and local program's Intake and Update forms; and
- Knowledge of staff development and training procedures for teaching and learning.

DUTIES AND RESPONSIBILITIES:

- Working as a team member with the program director, the MIS specialist, and the Intake/Assessment Specialist;
- Functioning as a master or lead teacher, including having instructional responsibility for a weekly class;
- Mentoring, coaching, and supporting teachers;
- Improving instruction;
- Developing and implementing curriculum based on AELS Instructional Standards;
- Connecting instruction and accountability;
- Working together with the Intake/Assessment Specialist to address the special needs of enrolled learners, including people with disabilities and English language learners;
- Identifying professional development needs and coordinating activities to address those needs;
- Assisting with the development and execution of the program's Data Quality Plan; and
- Performing other duties as assigned based upon program demographics, enrollment trends, and the needs of target populations.

MSDE-AELS DUTIES INCLUDE:

- Attending State Instructional Specialist meetings and communicating/implementing pertinent information to appropriate local program staff;
- Attending State "Train-the-Trainer" initiatives and subsequently training local staff; and
- Attending State professional development activities and applying at local level.

QUALIFICATIONS:

- Bachelor's degree required; Master's degree preferred;
- Teaching experience required;
- Adult education teaching experience required; and
- Training and mentoring experience required.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP