



Job Title: **Instructional Support Specialist**

Department: **Instructional Supports**

Supervisor: **Director of Instructional Supports**

Lane Placement: **Licensed Salary Schedule 242**

Schedule: **242 Contract**

Eval Group: **CTESS Ed. Specialist**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Instructional Supports Specialist will serve as a member of the Instructional Supports team. This team supports Canyons School District schools in implementing the District Academic (Multi-Tiered System of Support) Framework. Support includes developing evidence-based instructional, curriculum, and assessment resources in all content areas; providing high quality professional development to teachers, instructional coaches, and administrators; coaching the school improvement process at assigned schools; and coordinating specialized programs such as dual language immersion, gifted and talented, concurrent enrollment, advanced placement, and international baccalaureate programs. Additionally, Instructional Support Specialists work collaboratively with other district departments, school districts, the Utah State Office of Education, institutes of higher education, and community partners. Needed specialty areas for Instructional Support Specialists include (but are not limited to): numeracy, literacy, gifted and talented, science, social studies, social-emotional behavior, and instructionally relevant assessment.

ESSENTIAL FUNCTIONS

- Develop and support CSD plans for delivering high quality instruction to all students--this includes supplemental and intensive intervention plans for students and schools who do not make sufficient progress with core instructional practices
- Develop and support CSD plans for using instructionally relevant assessment and evaluation, including common assessments
- Use relevant and reliable data to plan and provide systematic professional development for CSD educators
- Use relevant and reliable data to evaluate effectiveness of district initiatives
- Coordinate and deliver external coaching supports for administrators, internal instructional coaches, and Building Leadership Teams
- In collaboration with CSD administrators, provide formative assessment and implementation feedback regarding evidence-based instruction to ensure high accountability for student achievement
- Collaborate with other district departments to ensure alignment of services to schools
- Serve as a liaison between CSD, other local districts, universities, and the Utah State Office of Education, as assigned
- Support school-based problem solving
- Compile, synthesize, interpret, and display aggregate and disaggregate data sets
- Communicate consistently and courteously with CSD stakeholders, including parents
- Complete specialty duties as assigned
- Predictable and reliable attendance

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check
- Bachelor's degree required; Master's degree preferred
- Valid Utah teaching license
- Demonstrated expertise in data based decision making at multiple levels including individual, small group, class, grade and school wide
- Successful experience coaching other professionals preferred
- Exceptional communication skills both verbal and written
- Demonstrated skill in teaching and facilitating adult learners
- Willingness to continually learn new information and skill related to student learning and achievement including content areas that may be outside of current skill set
- Ability to work collaboratively and individually on assigned tasks
- Demonstrated proficiency in the use of technology and instructional media tools

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 11/01/2019