

## **Instructional Specialist**

### **Job Description**

#### **Overview**

The instructional specialist ensures that every student is positioned to succeed in an educational environment that encourages academic growth and university preparation. In close collaboration with the principal, she/he provides leadership for Hopewell's instructional program. The position oversees the development, implementation, evaluation, and codification of the school's curriculum. Additionally, the specialist manages the school's special education and counseling (guidance and college) services. The day to day responsibilities of the specialist require her or him to serve as teacher, leader, communication specialist, trouble-shooter, and problem-solver.

#### **Qualifications**

- Experience as a high school or middle school classroom teacher and knowledge about current educational practices and methods
- Master's degree in curriculum supervision or educational administration or leadership; Bachelor's degree/s will be considered; teacher license required
- Five years of experience with classroom instruction
- Excellent verbal and written communication skills and organizational skills

#### **Duties**

- Maintain high expectations for students and teachers
- Develop curricular goals and outlines for existing curriculum and new curriculum
- Coordinate curriculum updates
- Participate in the development and implementation of curriculum
- Develop and maintain research database that may be utilized to develop and review curriculum
- Prepare instructional materials and develop outlines with the necessary basic detail to direct instruction
- Assist teachers in the development and implementation of effective classroom management strategies, individualized education programs, behavioral intervention plans, instructional planning, and classroom organization strategies
- Design and lead professional learning that is relevant and hands-on
- Collaborate with school leadership and the faculty to develop a master teaching schedule
- Oversee all aspects of the Advanced Placement program as well as intervention opportunities for students

- Supervise all aspects of Hopewell's standardized testing program
- Oversee all aspects of the school's special education services including execution of individualized education programs
- Provide guidance counseling for individual students, small groups of students, and whole class
- Provide counseling for students as they plan and prepare for applying and admission to the university.
- Respond quickly and professionally to the needs and concerns of parents, students, faculty, and community
- Organize textbook and resource selection and ordering
- Work with principal to recruit highly qualified teachers
- Perform the functions of principal in his absence when requested to do so
- Carry out other instructional and non-instructional duties as assigned and/or as needed

### **Contact Information**

Email or mail a letter of interest, current resume, and recent salary history as well as information on any special training or certifications to

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