

JEFFERSON COUNTY SCHOOL DISTRICT 509-J

Teaching & Learning Support Specialist

Job Description

TITLE: How: Teaching & Learning Support Specialist—Teacher on Special Assignment (TOSA)	
Why: High quality instruction in every classroom, every day, resulting in high levels of learning for every student.	
REQUIREMENTS: <ul style="list-style-type: none"> • Minimum of five years of successful classroom teaching experience. • Minimum of three year of school leadership experience. (Reading Coach, Instructional Coach, Testing Coordinator, Site Council, School Improvement Team, Head Teacher, etc.) • Excellent written and oral communication skills. • Experience in planning, organizing, and presenting professional development. • Demonstrates knowledge and skills in areas such as mentoring; classroom management; alignment of curriculum, instruction, and assessment; peer coaching • Knowledge of and experience with effective instruction and assessment. • Exemplary professional relationships with teachers, administrators, parents, students and community. 	REPORTS TO: Director of Curriculum & Instruction EDUCATION: B.A. Required, M.A. Preferred Valid Oregon Teaching License FLSA Status: Exempt Teacher Contract, 190 Flexible Days WORK YEAR:
GENERAL JOB DESCRIPTION:	<ul style="list-style-type: none"> • Communication link for curriculum and instruction. • Assists, supports, and coaches staff members in effective instruction with emphasis in the curriculum areas of reading, mathematics, and writing to ensure student success and academic achievement. • Coordinate new teacher induction program for first and second year teachers. • Support schools with implementation of the New Teacher Center Mentoring Program <ul style="list-style-type: none"> ▪ Assisting schools with mentoring new teachers to the district when the individual schools do not have the instructional coach capacity to mentor new teachers at their schools. • Promote school improvement by facilitating training, providing professional development and ensuring the implementation of ELA and math standards, district curriculum, district and school improvement planning including all ESEA compliance regulations. • The goal of the teaching and learning support specialist is to build internal capacity in the use of effective instruction by providing ongoing coaching, demonstration teaching, assistance with program monitoring, and prescriptive intervention strategies for all teachers. • Model direct, explicit systematic instruction including effective teaching techniques and strategies. • Attend, participate, and facilitate school improvement committees and meetings. • Increase and enhance own professional knowledge, skills, and expertise about effective instruction and school improvement. • Commitment to continuous improvement and support the JCSD mission and strategic design plan.

CONDITIONS OF EMPLOYMENT:

- Training sessions associated with the position may need to occur outside of contractual hours and days in order to meet teacher schedules. Accordingly, the coaches work schedule will need to be flexible.
- It will be understood that teachers on special assignment will return to their prior teaching certification areas at the end of the special assignment, retaining all seniority.
- The district will provide support for the teaching and learning specialist with related professional development training opportunities during the assignment.

ESSENTIAL JOB RESPONSIBILITIES

The Teaching and Learning Support Specialist works in conjunction with district leadership and various departments to enhance teacher effectiveness and student achievement:

- Supports the goals, objectives, strategies and programs of the district.
- Is a communication link between the district and school sites?
- Provides support and coaching to school instructional coaches, reading specialists, and English Language development teachers.
- Develops and/or provides professional development (*1 hours of professional development usually requires 3 hours of preparation.*)
- Assists the alignment of standards/curriculum with related instructional materials, strategies and activities.
- Assists the design and creation of materials and assessments to align with standards and performance objectives.
- Is an active, participating member of district curriculum committees.
- Facilitates and attends district-level meetings, committees, and trainings.
- Completes other duties as assigned

School Site Responsibilities:

The Teaching and Learning Support Specialist works with the principal upon request to implement, support, mentor and facilitate in the areas of curriculum, instruction and assessment.

- The specialist disseminates and discusses curriculum-related district issues and information with school principals, instructional coaches, specialists, teachers, and instructional assistants.
- Assists with the development, implementation, monitoring and evaluation of the school's improvement plan.
- Ensures that the CCSS ELA /Math Standards are the foundation of instruction and integrates with other content areas.
- Assists and supports staff (principals, classroom teachers, school specialists, and instructional assistants) in providing effective instruction and improving student achievement.
- Supports school instructional coaches in mentoring new/probationary teachers in establishing effective instructional strategies and classroom management techniques
- Supports schools with implementation of the New Teacher Center Mentoring Program
 - Assisting schools with mentoring new teachers to the district when the individual schools do not have the instructional coach capacity to mentor new teachers at their schools.
- Assist the school principal/instructional coach with analysis and interpretation of assessments. (DIBELS, EasyCBM, formative assessment, SBAC, etc.)
- Coordinates and provides on-site curriculum related professional development (class demos, workshops, in-services, classes, etc.) coordinates and provides on-site curriculum related professional development (class demos, workshops, in-services, classes, etc.) (*1 hours of professional development usually requires 3 hours of preparation.*)
- Attends site-based leadership team, grade-level, and/or staff meetings.
- Keeps principals, teachers, and instructional assistants up to date on effective instructional strategies, techniques, activities and materials that through research have proven to increase student achievement.

- Models best instructional practices through classroom demonstration lessons
- Assists staff with the understanding and interpretation of assessment data to inform instructional decisions
- Coaches staff members in effective instruction
- Attends and leads appropriate ESEA/Title I Committee related meetings at district and school site
- assists with coordination of parental involvement meetings, workshops, family academic events, curriculum nights
- Assists with the development and distribution of Parent Involvement Policy and Parent-School Compact
- Becomes aware and knowledgeable of current ESEA guidelines

Coaching: New teachers and other teachers upon their request.

Coaching is a **non-evaluative**, learning relationship between an instructional coach and a teacher with the goal of learning together, thereby improving instruction and student achievement.

- Work with individual teachers in developing “Research based Instructional Strategies” planning.
- Teach model lessons where appropriate.
- Observe classroom teaching.
- Teach lessons side by side with teachers.
- Conduct collaborative conversations with teachers. (conferences)
- Facilitate mutual problem solving to assist teachers in implementing and mastering new teaching practices.
- Implement other approved instructional coaching strategies.
- Assist teachers with annual goals.
- Assist staff with the understanding and interpretation of assessment data to inform instructional decisions.
- Work with the new teacher induction program mentoring the new teachers at assigned school and presenting instructional strategies to them.

PHYSICAL DEMANDS (Not Necessary Limited To)

TASK		Infrequently	Sometimes	Often	Continuously
LIFTING					
1.	Approximately 20 lbs.		X		
2.	Approximately 20 lbs. repeatedly	X			
3.	Approximately 40 lbs.	x			
4.	Approximately 60 lbs. or more	X			
PUSHING					
5.	Up to 40 lbs.		X		
6.	About 40 lbs. repeatedly	X			
7.	About 60 lbs. or more	X			
8.	Bend, stretch, twist and/or reach			X	
9.	Using finger dexterity			X	
10.	Sitting position for a prolonged period of time		X		

11.	Viewing CRT or other monitoring device for a prolonged period			X	
12.	Standing for a prolonged period			X	
13.	Listening closely – requiring fine auditory acuity				X

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Teaching & Learning Support Specialist Signature
Date

I have read and understand this job description:

Administrator Signature Date

Discrimination in the Jefferson County School District 509-J is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing its legal, as well as social obligation to make equal employment opportunity a reality, the Jefferson County School District 509-J hires and promotes without regard to race, color, gender, national origin, religion, sexual orientation, age, or mental or physical handicap unrelated to job performance.

Reviewed November 2016