

## MATH REGIONAL INSTRUCTIONAL SPECIALIST

**Application Deadline: June 12, 2009**

**Salary Range: \$45,000-60,000 (commensurate to experience)**

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**Job Description: See below for qualifications information.**

**Open Position: Region 1**

All applicants must submit a letter of interest, qualifications document, and a resume indicating qualifications as they SPECIFICALLY RELATE to the listed criteria for this position via email or fax. You must indicate in your letter if you are claiming Veterans' Preference. It is the responsibility of the applicant to submit sufficient information to enable the screening committee to effectively evaluate his/her education, training, and experience.

### **QUALIFICATIONS**

1. Bachelor's degree (earned master's degree from an accredited institution desirable)
2. Certification in math
3. Five (5) years successful teaching and/or coaching experience or working with instructional strategies
4. Experience in improving student performance in demographically diverse schools
5. Demonstrated success working collaboratively with educators in establishing goals, Objectives, and action plans to increase student achievement

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Deep, broad knowledge and expertise of what quality teaching and learning looks like in the classroom
- Ability to redirect instruction to improve instructional delivery
- Content-area knowledge and expertise in primary and secondary curriculum and pedagogy
- Knowledge and skill in data analysis
- Knowledge of various evidence-based instructional coaching approaches
- Knowledge about the use of applying protocols for school faculty development
- Strong interpersonal skills that lead to an effective working relationship with all internal and external customers
- Strong written and verbal communication skills
- Strong presentation skills with the ability to deliver technical assistance in a form understood by customers and stakeholders
- Strong organizational and problem-solving skills
- Ability to work autonomously and employ multiple approaches to solve specific achievement challenges
- Strong analytic and interpretation skills
- Ability to orchestrate change
- Ability to meet tight timeframes
- Ability to balance multiple and competing priorities and maintain goal directed

- behavior and performance
- In-depth knowledge of state and federal laws, rules, policies, and procedures related to school improvement and differentiated accountability
- Strong knowledge of Microsoft Office programs
- Strong work ethic
- Knowledge of Differentiated Instruction

An additional requirement of the job is to be able to travel both in state at least 50-75% of the time for state meetings, workshops/conferences, and site related instructional modeling, coaching, monitoring and reviews.

**REPORTS TO:**

Regional Executive Director

**JOB GOAL:**

Serves as a content expert to provide technical assistance and support to assigned schools and to prioritize services to schools identified as low achieving by state and federal standards. Using effective methods, resources, and evidence-based instructional strategies, the instructional specialist assists with the implementation of federal and state legislation, priorities, and requirements for increasing school improvement. Instructional specialist focus on increasing the academic achievement for all students, especially in the areas of reading, science, and mathematics.

**SUPERVISES:**

None

**PERFORMANCE RESPONSIBILITIES:**

- Manifests a professional code of ethics and values
- Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks
- Provide a non-threatening, open, professional, and collaborative work relationship with schools
- Works collaboratively with schools on all aspects of professional development, technical assistance, program monitoring, special requests for assistance, preparation of materials for State Board of Education (SBE)
- Promote and support implementation of Florida's school improvement and accountability system
- Provide ongoing technical assistance to schools, school staff, and parents based on identified needs and data including the implementation of evidence-based

instructional strategies and promising practices; rubrics, monitoring tools, and guidance; professional learning communities; lesson study; progress and other required reporting; timely feedback to schools based on analysis of submitted reports and onsite observations; SIP development, implementation, monitoring, and evaluation; tailored instruction to meet individual needs; and training on Florida Continuous Improvement Model (FCIM)

- Keep abreast of State and Federal educational legislation, SBE mandates, and FDOE policies and procedures
- Support the successful alignment and implementation of school and district improvement plans with the Comprehensive K-12 Research-Based Reading Plan, particularly those with the goal of creating high performing secondary schools
- Conduct instructional reviews in selected schools and provide follow up assistance and professional development in schools and districts based on areas of need
- Support statewide reading initiative as outlined in Florida Statute (s.1008.25, F.S.)
- Serve as a key resource for evidence-based information in matters related to school improvement, parent involvement, and other state and federal initiatives
- Work with service providers and bureau staff to coordinate efforts and provide appropriate services to schools so that there can be a cohesive, sustained, intensive and classroom- focused approach that is rigorous, engaging, and relevant for students
- Report all activities on the online database by the required deadlines
- Perform other duties and responsibilities as assigned by supervisor
- Keep abreast of the latest research to improve student achievement in the respective content area

**TERMS OF EMPLOYMENT:**

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Florida Department of Education's policy on evaluation of personnel.