

Summers County Schools
Job Description
Itinerant Elementary Education Specialist

QUALIFICATIONS: Holds appropriate certification in assigned field

RESPONSIBLE TO: Curriculum Director

EMPLOYMENT TERM: 200 days

SALARY: State Scale

QUALIFICATIONS:

- Applicant must hold a valid WV Teaching Certificate.
- Minimum of five years successful classroom teaching experience preferred.
- Minimum of master's degree in Education required, Reading preferred.
- Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.
- Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

EXPECTATIONS: This individual works collaboratively with teachers and students to implement effective literacy and mathematics instruction and assessment practices. A direct correlation shall be established linking instructional strategies and the 21st Century Learning initiatives identified within each school's five-year strategic plan. This individual may not cover classes and the time in the building should maintain a professional development/instructional focus (not supervising students during non-instructional times).

Job Responsibilities:

- Serves as a mentor to beginning teachers and teachers new to Summers County Schools
- Teaches, models and facilitates research-based best practices and instructional programs in all areas of the curriculum
- Assist classroom and intervention teachers in preliminary diagnosis, grouping, intervention strategies and progress monitoring
- Identifies effective assessment tools and trains teachers on how to administer them as part of a comprehensive assessment program
- Assists teachers with the collection and analysis of data results
- Identifies needs and makes recommendations for appropriate instructional materials and assessments that directly support and align to the WV State Standards
- Prepare and submit accurate reports in a timely manner, as required

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- Collaborates with teachers to identify the instructional needs of students, sets learning goals and targets, and problem solves with teachers to develop best practices for continuous academic growth of students
- Provides professional development and best practices in literacy and math instruction across the curriculum
- Meets regularly with teams and the principal to report on instructional practices and progress while also planning for “next steps” of student and school improvement
- Conducts model lessons and coaches in all areas of the curriculum
- Works with the curriculum director to create the county’s professional development plan based on the needs of the schools through data analysis and school’s identified areas of need
- Assist with school/county parent involvement programs
- Provides specific integration and differentiation strategies that enable teachers to meet the needs of all learners
- Conducts ongoing walk-throughs, providing support and feedback to teachers
- Conduct trend analysis of targeted needs and student achievement from year to year
- Collaborates with Summers County School’s Elementary Curriculum and Instruction team on district-wide initiatives and professional development
- Participates in Curriculum and Instruction initiatives, meetings, and PD
- Networks with other instructional coaches and participate fully in ongoing professional development to extend literacy and instructional competencies in all content areas
- Provides literacy and mathematics resources and support to foster literacy and numeracy development at home and in the community