**Job Title:** Academic Specialist **Exemption Status:** Exempt/Professional

**Reports to:** Academic Coordinators/Assistant Director of School **Date Revised:** 12/2/2022

**Dept./School:** Curriculum and Instruction

# Primary Purpose:

The purpose of this job is to provide leadership in developing, achievieng, and maintaining quality educational programs and services to improve student achievement. Provides coaching and support to classroom teachers to ensure the continuous development of instructional skills among assigned teachers.

# Qualifications:

Education/Licensure:

Master’s degree (preferred)

Valid Tennessee teaching certificate

Special Knowledge/Skills:

Knowledge of curriculum design and implementation

Ability to interpret data and evaluate instruction programs and teaching effectiveness

Ability to develop and deliver training to adult learners

Strong organizational, communication, and interpersonal skills

Experience:

3-5 years successful teaching experience in subject, area assigned

**Knowledge of Job**

Candidate must have considerable knowledge of the policies, procedures, and activities of the school system and instructional practices as they pertain to the performance of duties relating to the Academic Specialist. Candidate must have capability to develop and implement long-term goals in the effective operation of the school system. Candidate knows how to keep abreast of any changes in statues, policies, procedures, and methods as they pertain to public education. Candidate is able to effectively communicate and interact with subordinates, supervisors, members of the public and other groups involved in the operation of the school system. Candidate is able to assemble information and make written reports and documents in a concise, clear and effective manner. Candidate has good organizational, management, interpersonal and technical skills. Candidate is able to use independent judgment and discretion interacting with classroom teacher, including handling emergencies, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

# Major Responsibilities and Duties:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

* Provides direct service to classroom teachers.
* Works with teachers in their respective classrooms to improve the quality of instruction.
* Works with new teacher to ensure their success during the first few years of teaching.
* Observes teacher to determine ways to improve instruction.
* Demonstrates teaching techniques, skills, and new concepts.
* Assists classroom teachers in selecting instruments for assessing learner needs.
* Provides tips for classroom management and discipline as needed.
* Consults and works with staff to coordinate and tech the total curriculum.
* Provides follow-up for teachers who have participated in professional development activities to assure skills are implemented in the classroom.
* Assists in evaluation, assessment, and curriculum development.
* Analyzes student performance data and makes recommendations for remediation and enrichment.
* Assists classroom teachers in identifying learner needs and makes recommendations to meet those goals.
* Assists teachers in making modifications for identified student learing problems.
* Assists in development and revision of benchmark assessments.
* Assists in development and revision of curriculum.
* Assists in development, selection, and/or adjustment of curriculum and materials.
* Assists in the correlation and dissemination of curriculum information and materials.
* Help select appropriate curriculum materials for use in the classroom.
* Assists in the evaluation of professional development activities.
* Recommends and orders curriculum materials.
* Supports professional development.
* Provides information to teachers both individually and trough workshops on current research in education.
* Holds conferences with professional staff to enhance the quality of instruction.
* Plans and directs professional development training to teachers.
* Provides professional development to ensure all students have the opportunity to achieve success on state-mandated tests and state content standards and student performance standards.
* Provides staff development instruction based on school and district needs.
* Provides training on standards-based classroom instruction.
* Maintains a daily log of activities and makes it available to appropriate persons.
* Maintains a daily log of activities and makes it available to appropriate persons.
* Maintains up-to-date program records.
* Develops and maintains a curriculum library.
* Makes referrals to other professional staff members.

## Staff Development

1. Work collaboratively with assigned classroom teachers to establish realistic and measurable objectives related to both the teacher’s individual professional development and student learning.
2. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving.
3. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.
4. Evaluate teacher effectiveness in accordance with established district programs.
5. Plan and provide appropriate staff development for teachers, administrators, and staff.

## Instructional and Program Management

1. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.
2. Develop curricular or behavioral support materials as needed.
3. Disseminate information regarding current research and significant developments on the state and national levels in area assigned.

## Other

1. Compile, maintain, and file all reports, records, and other documents required.
2. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
3. Follow district safety protocols and emergency procedures.

# Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work inside; frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date

Received by Date 