

Instructional Strategist
Williston Public School District #1
Job Description

Job Title: **Instructional Strategist**
FLSA Status: Exempt
Reports To: Building Principal and District Direct Instruction Coach

Summary:

The strategist will provide individual and small group tutorial services for targeted students under the direction of the Principal and District Direct Instruction Coach.

Essential Duties and Responsibilities:

- Provides one-on-one tutoring and/or small group instruction for students.
- Supports teachers in using progress monitoring tools that match intervention and support materials.
- Provides support to individual classroom teachers by:
 - Collaboratively analyzes student data with the building instructional coach and classroom teacher to determine intervention caseload and research based intervention to be used.
 - Regularly meets with teachers to inform of student progress in Direct Instructional programs.
- Participates fully in professional development opportunities.
- Assists with building and district level professional development.
- Facilitates alignment of existing student interventions provided by multiple staff (eg., Title I, ELL, Special Education, Classroom Teacher) to ensure clear communication.
- Provides building level support and feedback with the Intervention Block.
- Observes safety and security procedures; report potentially unsafe conditions.
- Completes all reports inventory and other materials as directed by the District Direct Instruction Coach.
- Other duties as assigned by supervisor.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Necessary Skills:

- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.
- Ability to exhibit objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's effort to succeed.
- Ability to communicate well with others.

- Ability to follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- Ability to display willingness to make decisions; exhibit sound and accurate judgement; supports and explains reasoning for decisions; include appropriate people in decision-making process; make timely decisions.
- Ability to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events.
- Ability to follow instructions; respond to supervisory direction; take responsibility for own actions; keep commitments; commit to long hours of work when necessary to reach goals; complete tasks on time or notifies appropriate person with an alternate plan.
- Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.

Technology Skills:

An individual should have knowledge of Internet and e-mail software; Student Management Software, spreadsheet software and Word processing software.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk and uses hands; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

A ND teaching license is required.

A minimum of 2 years of successful elementary teaching experience.

A Title I Reading and Math credential if working in a Title I building.

Term of Employment:

To be determined upon employment.