

Position Description

Position: School Support Specialist

Reports to: Executive Director of Curriculum & Instruction

Salary: Local district specialist schedule (12 months)

Impact Statement

The School Support Specialist is a district-level instructional leader who transforms great teaching into scalable systems of practice. Blending deep content expertise with exceptional coaching skills, this role develops instructional coaches, MCLs, and teacher leaders to drive consistent, high-quality learning across schools. By leading professional learning, facilitating PLCs, and grounding every action in data and equity, the School Support Specialist ensures that district priorities translate into measurable student outcomes.

Who We're Looking For

We seek candidates who are:

- **Content Experts** with a proven track record of raising student achievement.
- **Exceptional Coaches** who can grow other leaders through modeling, feedback, and crucial conversations.
- **Change Agents** who understand how to build buy-in, drive implementation, and sustain results.
- **Equity-Minded Leaders** who ensure all students, especially historically marginalized groups, have access to rigorous, grade-level learning.

Qualifications and Experience

Education

- Bachelor's degree in Education, Curriculum & Instruction, or related field (Master's degree preferred).
- Valid NC teaching license (or eligibility) required; additional licensure in curriculum, leadership, or specialist areas preferred.

Instructional Expertise

- Minimum of 5 years of highly effective classroom teaching experience with evidence of strong student growth.
- Demonstrated mastery of at least one core content area and deep cross-content knowledge.
- Strong understanding of the NC Standard Course of Study, instructional frameworks, and aligned assessments.
- Skilled at aligning curriculum, instruction, and assessment to ensure rigorous, grade-level learning.

Key Responsibilities

Content & Instructional Leadership

- Guide schools in implementing standards-aligned curriculum and high-impact instructional practices.
- Maintain deep knowledge of the district's core curriculum and available instructional resources to ensure aligned and effective implementation.
- Curate and share exemplar lessons, instructional strategies, pacing guides, and resources that advance district priorities.
- Ensure vertical alignment and coherence of content progressions across grade levels.
- Analyze multiple data sources (EVAAS, benchmarks, formative assessments, student work) to identify needs, close gaps, and raise achievement.
- Stay current on emerging trends, instructional shifts, and research-based practices to inform districtwide supports.

Best Practices of a Content Specialist

- Model high-yield, research-based instructional strategies and practices.
- Provide expertise in scaffolding and differentiation for diverse learners, including multilingual learners and students with disabilities.
- Design and refine standards-aligned instructional materials, model lessons, and pacing guides.
- Support teachers and leaders in leveraging current district resources to maximize instructional effectiveness.
- Conduct classroom walkthroughs and deliver actionable feedback on both pedagogy and content.
- Use student data to inform instructional planning and recommend targeted interventions.
- Support teachers and leaders in understanding vertical progressions to strengthen coherence and rigor across grades.

Coaching & Leadership Development

- Lead 12–15 coaching cycles per year with instructional coaches and MCLs, applying a gradual release model: model → co-plan → co-facilitate → observe/feedback → release.
- Provide bite-sized, actionable feedback that results in measurable improvements in practice.
- Develop coaches' ability to facilitate PLCs, lead crucial conversations, and grow teacher leaders.
- Demonstrate success in coaching adults through modeling, co-teaching, and reflective practice.

Professional Learning & Capacity Building

- Design and deliver 6+ engaging districtwide professional learning sessions annually aligned to academic priorities.
- Lead cross-school PLCs that strengthen teacher leadership pipelines and build collaborative capacity.
- Provide differentiated support to schools based on tier designation and identified needs.
- Model best practices in adult learning to facilitate growth-oriented, data-driven professional conversations.

Change & Systems Leadership

- Apply change leadership strategies to drive adoption and sustainability of instructional practices.
- Communicate the “why” behind district priorities to build buy-in and coherence across schools.
- Monitor fidelity of implementation, identify barriers, and adjust supports as needed.
- Celebrate quick wins, highlight success stories, and scale best practices across the district.

- Demonstrated success leading content-focused or schoolwide initiatives that resulted in measurable improvement.

Collaboration & Alignment

- Partner with Executive Directors, principals, and district specialists to ensure aligned, strategic support.
- Facilitate difficult but necessary conversations that balance accountability with support.
- Collaborate across content areas to reduce variability and strengthen consistency of instructional practice.
- Influence without direct authority, aligning multiple stakeholders to shared goals.

Equity, Data, & Accountability

- Keep an equity lens at the center of all coaching, professional learning, and decision-making.
- Use multiple data points (EVAAS, walkthroughs, student work) to inform instructional planning and coaching priorities.
- Support sustainable systems such as PLC structures, walkthrough tools, and data cycles to ensure equity and coherence.
- Demonstrated success closing achievement gaps and raising student proficiency through culturally responsive, data-driven practices.

Metrics of Success

- **Coaching:** 12–15 coaching cycles completed per year; 80% of coached coaches show growth on DPS coaching rubric.
- **Professional Learning:** 6+ PD sessions delivered annually with 90% positive participant feedback.
- **Implementation:** 70%+ of schools adopt new practices within 9 weeks of training.
- **Student Growth:** Schools supported demonstrate 3–5% annual proficiency gains or gap closure.
- **Leadership Development:** Growth in teacher leader capacity as evidenced by PLC quality and coaching impact.