

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Instructional Specialist
Category:	Administrative Certified; Bargaining Unit ineligible; FLSA exempt.
Contract:	Contract length and days will be determined by the Governing Board; other terms and conditions of employment as per Board Policy and O.R.C.
Compensation:	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
Education/Degree:	Master's degree in Education
Reports to:	Director, Teaching and Learning
Supervises:	Staff evaluation responsibility will be at the request of the member district superintendent.
Job Goal:	To provide leadership and direction in the development and improvement in curricula, instruction, and school improvement within the ESC of Eastern Ohio and its member districts. To assist districts in the state-identified evaluation processes and initiatives.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">• Licensed/certified as a school Administrator/Supervisor; teaching license/certificate in an area appropriate to the position.• A minimum of five years of distinguished teaching experience.• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.• Exceptional organizational and communication skills.• Abilities to promote positive internal and external customer relations.• Ability to be flexible in work-related duties.• Alternative to the above as approved by the Governing Board.

PERFORMANCE RESPONSIBILITIES:

1. Acts as a consultant inclusive of all performance responsibilities in the Instructional Specialist job description.
2. Serve as mentor or evaluator at the request of member district superintendents using state-identified evaluation systems.
3. Serve as the lead consultant in the assigned district(s).
4. Functions as a team member and supports and interprets policies, programs, and procedures of the ESC of Eastern Ohio.
5. Assists district/school personnel in the formulation and application of the philosophy and mission of the ESC of Eastern Ohio.
6. Maintains liaison and active participation with educational leaders in curriculum and instructional issues at local, state, regional, and national levels.
7. Assists local district personnel in interpreting and complying with state standards and federal mandates.
8. Provides leadership for districts in the Continuous Improvement Planning process.

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9. Provides leadership and serves as a resource to district educators in the implementation of Ohio Learning Standards.
10. Coordinates in the development of curricula and instructional support materials which are consistent with the ESC Of Eastern Ohio policies and procedures.
11. Seeks new curriculum and instruction information and ideas and provides leadership in determining their appropriateness for inclusion in the district's educational programs.
12. Assist districts in the textbook/resource selection and adoption process in cooperation with district teachers and administration.
13. Encourages the selection and use of improved instructional methods and materials by the professional staff.
14. Assists in the implementation of assessment programs consistent with state and federal legislation.
15. Provides leadership to districts in the development of effective classroom assessment practices that reflect content standards.
16. Facilitates districts in the review, interpretation, and use of assessment instruments, techniques, and data for school improvement purposes.
17. Assists in analyzing, interpreting, evaluating, designing, and redesigning curriculum to provide an effective program of learning for students.
18. Coordinates special projects in addition to the major assignment.
19. Coordinates a communication program utilizing building district liaisons.
20. Provides general curriculum support services for all assigned schools, using other instructional consultants as subject matter specialists as needed.
21. Works with local administrators and professional staff in the improvement of instruction.
22. Observes teachers in their classrooms upon request of principals. And offers insights to the teachers for the enhancement of the teaching-learning situations.
23. Represents the ESC Of Eastern Ohio, as assigned, at public functions related to the instructional program.
24. Assists district personnel in the application and implementation of ORC 3301-51-15 (Gifted/Talented Instructional Specialist only).
25. Any other duties assigned by the Superintendent.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, school district, and other committees and teams.
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Maintains confidentiality in all job-related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.

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3. Writes reports, correspondence, and other appropriate communique.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritize work tasks to ensure responsive and quality service.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____