

**JOB TITLE: Teaching and Learning Specialist (with an emphasis in College & Career Initiatives)**

**QUALIFICATIONS:**

- Valid Teaching Certificate
- Master's Degree in Education (preferred)
- Minimum of five years of teaching experience with evidence of successfully impacting student achievement
- Experience in leadership positions in the specified content area within the last 5 years.
- Demonstrated expertise in content, curriculum development, student learning, test analysis, mentoring and professional development, as demonstrated by an advanced degree, advanced training and/or career experience.
- Excellent communication skills and an understanding of how to facilitate growth in adults.

**REPORTS TO:** Director of Teaching and Learning

**JOB DUTIES AND RESPONSIBILITIES (in the specified content area):**

- Provides K-12 teaching and learning support.
- Develops and supports meaningful K-12 student success criteria.
- Supports new teacher induction with curriculum, instructional best practices and assessment alignment.
- Collects, organizes, and disaggregates academic data.
- Redelivers and supports implementation of state professional development.
- Supports the development and implementation of a district vision plan for school and student achievement improvement.
- Develops and supports district level guidance for Response to Intervention (RTI) program, WIN (Whatever I Need).
- Support school improvement action plans with instructional practices that align to highly effective teaching and learning standards.
- Serves on task forces and decision-making committees when appropriate.
- Guides teachers with appropriate assessment practices that align to highly effective curriculum and instructional standards.
- Supports the identification and procurement of highly effective curriculum.
- Oversees groups of teachers in developing goals, providing instructional interventions with proven results, facilitating teacher proficiency with new strategies through classroom-based follow up, and ensuring that the progress of teacher skill development is aligned with changing student learning needs.
- Works with the director, other teaching and learning specialists, and/or consultants/supervisors to enhance skills and be able to provide teachers with the best instructional interventions and strategies.
- \* Supervises and coordinates all Career and Technical Education and JAG teachers and initiatives.
- \* Supervise and manage Carl Perkins, CDF, SCA, DSS and JAG funds.
- \* Supports all electives including, but not limited to, art, music, languages, STEM and PE.
- \* Supports and guides school counselors in the usage of the School Transcript System, creation of Student Graduation Plans, and knowledge of graduation requirements and pathways.
- \* Serves as liaison between NPSB and post-secondary institutions for dual enrollment.
- \* Cooperates with the local economic development and business/industry partners to develop career pipelines including work-based learning opportunities for students.
- \* Manages Fast Forward summer initiatives

\* Attends regional and state meetings and conferences to maintain a strong understanding of state and federal CTE program and funding requirements.

**PERSONAL QUALITIES:**

- Devotes time and energy effectively to job
- Demonstrates ability to work well with individuals and groups
- Exercises good judgment when arriving at decisions
- Maintains high standards of ethics, honesty and integrity in all personal and professional matters

**RELATED RESPONSIBILITIES:**

- Concentrates effort in area of major responsibility
  - Is self-directed
- Keeps abreast of current trends in education Revised: August 2025 181 of 236
- Exhibits loyalty in the promotion of the district's goals
- Completes a self-evaluation annually
- Develops and implements Individual Growth Plan (IGP) annually
- Reports job-related injuries within 48 hours of the incident to the Direct of Human Resources ("Job-related injuries" include, but are not limited to, any accident or illness which involves loss of consciousness, restriction of work motion, or medical treatment)

**TERMS OF EMPLOYMENT:** 12 months

**EVALUATION:** Performance will be evaluated annually according to the guidelines of the Natchitoches Parish Personnel Evaluation Plan.