

**OFFICE OF JOHN G. MENDIBURU, Ed.D.  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**TEACHER – INSTRUCTIONAL SPECIALIST  
ALTERNATIVE EDUCATION**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Program Director

**DEFINITION:**

The Teacher – Instructional Specialist, in support of the Alternative Education program, provides leadership and guidance in the area of ongoing professional development for teachers, staff, and administration. Provides support to the principals and school staff in data analysis and professional development decision-making. Provides professional development and guidance for teachers to improve their content knowledge and effective delivery via instructional strategies. Builds the capacity of the schools and their teachers to meet the learning needs of all students while ensuring that school staff acquire the understanding and skills to enhance instructional practices at the classroom level and raise the level of student academic achievement.

**ESSENTIAL FUNCTIONS:**

1. Identify school teaching and learning needs, barriers, and weaknesses by analyzing student data. Use data to organize and implement problem-solving actions with teachers to refine their knowledge and skills.
2. Primary support for teachers will include, but not be limited to, in-class coaching, observing, modeling of instructional strategies, guiding teachers in analysis of student work, developing lesson plans with teachers based on student needs, supporting data analysis, supporting the integration of technology, co-planning with teachers, and conducting classroom walk-throughs.
3. Monitor instructional effectiveness and student progress using tools and strategies gained through professional development.
4. Establish and maintain confidential relationships with teachers.
5. Communicate with supervisor and site administration through a weekly schedule/log of activities.
6. Participate in all required instructional coach professional development. The instructional coach is charged with acquiring the knowledge, technology skills, and instructional strategies to effectively impact the instructional practices of the teachers that are coached.
7. Perform additional tasks and responsibilities as assigned.

**MINIMUM QUALIFICATIONS:**

- A. Personal Qualifications:

1. Interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and staff development.
2. Demonstrate highest standards of professional integrity, honesty, ethics, confidentiality, and professionalism.
3. Ability to express oneself effectively in public, in conference and in writing, and to use these skills to lead professional development meetings.
4. Ability to provide leadership in the development and implementation of instructional practices.
5. Proven ability to work effectively with diverse groups and individuals.
6. Abide by the rules and regulations of the Kern County Superintendent of Schools in a professional, efficient manner.
7. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
8. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

**B. Professional Qualifications:**

1. Demonstrate deep knowledge of the relevant content areas and skillful application of research-based strategies to provide access to content standards for students at risk.
2. Demonstrate knowledge and use of a rich array of instructional approaches, resources, and technologies in the relevant content area(s).
3. Demonstrate skill in analyzing and using data for instructional decision-making; especially differentiated instruction for students at risk.
4. Ability to design (individually or in collaboration with others) high quality professional development for teachers/school staff.
5. Knowledge of equity issues in current educational reform.
6. Knowledge and skills to implement a standards-based curriculum with fidelity.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

**A. Education:**

1. Bachelor's degree or higher from an accredited college or university.
2. Must hold a valid California teaching Credential.

3. State certified to provide instruction to English Language Learners (CLAD and/ or BCLAD).

B. Experience:

1. Minimum of five (5) years of successful classroom teaching experience.
2. Bilingual / Biliterate (Spanish/English) desirable.
3. Successful experience in developing and conducting professional development activities.
4. Experience in analyzing assessment data for the purpose of guiding instruction.

MR: mm

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