

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

Reposting Date: February 25-March 3, 2010
Reposting Date: January 29, 2009-Until Filled
Posting Dates: July 31, 2008-Until Filled

TITLE: English Language Arts Instructional Specialist, Title I Programs (Pre K-9)

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must also submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: Master's Degree, Michigan teaching certificate.

Experience: Five years of successful teaching experience or appropriate professional experience.

Skills: The ability to provide teaching demonstrations to parents, teachers and other staff.

Residence in the school district of the City of Flint preferred.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO: Director of State, Federal, and Local Programs and/or ELA Coordinator.

TITLE: English Language Arts Instructional Specialist, Title I Program (Pre K-9)

TERMS OF EMPLOYMENT: Master Teacher Contract Salary Schedule, 199 days plus differential. (Contingent on availability of Title I funds.)

JOB GOAL: To provide technical assistance to the content coordinator, instructional staff, administrators and parents to ensure research-based English Language Arts instructional practices are implemented to meet the demonstrated needs of students who are performing below grade level.

ESSENTIAL FUNCTIONS:

Works cooperatively with principals, teachers, paraprofessionals and content coordinators in Title I elementary and secondary schools providing technical assistance regarding teaching strategies, best practices and the use of assessment data to inform instruction for eligible students.

Collaborates with the Core Subject Area Coordinator to research and develop instructional strategies to best meet the demonstrated needs of students.

Works with current district initiatives to help struggling students meet grade level competencies. Provides assistance to teachers and paraprofessionals with the development and implementation of research-based effective English Language Arts instructional strategies.

Provides assistance to principals, teachers, paraprofessionals, and parents in the interpretation of student assessment data.

Provides demonstrations of research-based English Language Arts instructional strategies that incorporate Michigan's English Language Arts Content Standards and Grade Level Content Expectations/High School Content Expectations.

Provides assistance to teachers, paraprofessionals and parents on how to monitor their student's academic performance.

Consults with and supports school building staff charged with the implementation of the Title I ELA Program. Models standards based lessons by demonstrating researched based strategies to meet the needs of all learners.

Assists in writing curriculum materials, as needed, and assists in updating current textual materials, instructional materials and record forms for the Title I Program.

Plans appropriate professional development for the Title I staff in conjunction with the Core Subject Area Coordinator and other Title I Instructional Specialists.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

TITLE: English Language Arts Instructional Specialist, Title I Program (Pre K-9)

PHYSICAL DEMANDS FOR POSITION:

Sedentary Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Master Teacher Contract between the Board of Education of the City of Flint, Michigan and the United Teachers of Flint, Inc.

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,
Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770

設有翻譯服務, 祇要提出要求, 請電760-6770.