



Crossroads Charter Schools

Job Description: Instructional Specialist

Direct Supervisor: Principal, or designee

School Summary:

At Crossroads Charter Schools, we...

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

Position Summary:

The instructional specialist’s primary responsibilities are to provide instructional services to identified students and train, coach, and offer support for teachers in implementing learner-driven approaches. The ideal candidate will have a strong background in both English language arts and math instruction. The instructional specialist collaborates with other staff to co-plan, co-deliver, and individualize instruction for all students in a class; work together creatively to accommodate student needs, diversity and educational backgrounds of the students in the class; and overcome instructional challenges constructively. The teacher is a hardworking, goal-oriented and enthusiastic professional with excellent subject knowledge and a sound understanding of the Missouri Learning Standards and Common Core State Standards.

Position Responsibilities:

- Provide diagnostic, prescriptive and evaluative services for identified students and assess students to establish proper instructional level placement.
- Provide targeted instruction for identified students.
- Monitor students progress and provides frequent updates to staff and parents
- Assist the staff in the data analysis process with the implementation of the response to intervention (RTI) strategies and identifying trends and gaps in student mastery of content and how to develop targeted plans to address identified trends and needs.
- Collaborate with teachers to identify, share, and coach best practices for reaching all students.
- Provide educators professional learning opportunities to equip staff with the ability to use formal and informal student data to refine instructional strategies and plan and provide appropriate interventions.
- Help ensure the learning environment is dynamic and conducive to high-level learning.

- Research lessons, articles, innovative instructional practices and books in order to assist teachers in designing relevant learning experiences.
- Attend and participate in school meetings.
- Plan, assist, and implement professional development.
- Support educators with analyzing student performance, examining students' educational plans and needs, and assess students' high school, college- and career-readiness.
- Provide follow-up to classroom observations, walkthroughs, coaching, and feedback to staff.
- Assist in the establishment and development of school and district curriculum
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.
- All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

Skills and Qualifications:

- Bachelor's in the field of education with a valid MO teaching license required
- Master's degree preferred
- Minimum 4 years of experience as a classroom teacher
- Demonstrated success in the areas of urban education, teacher leadership, coaching, curriculum development, technology infused instruction, project based learning, professional development, data teams, and formative assessments
- Knowledge of the Missouri Learning Standards and Common Core Standards
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check and drug screening.

Key Working Relationships in Addition to Supervisor:

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Assistant Principal, Chief Academic Officer, Executive Director