

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Learning Specialist

Purpose of the Job

Each building has a resident certificated teacher known as the learning specialist (LS) responsible for facilitating and coordinating instructional support services. These services include Title I, LAP, ELL, and gifted education programs.

Essential Job Functions

1. Identification of eligible students, using standardized and non-standardized test information, teacher/parent referrals, and other pertinent information.
2. Coordination with regular classroom services, including periodic meetings with classroom teachers.
3. Small and larger group instruction in and out of classrooms.
4. Differentiation of curriculum for students, including emphasis on higher order thinking skills and computer assisted instruction.
5. Supervision of Instructional Paraeducators, including scheduling, formal and informal observations, evaluation, in-service training, and liaison between regular classroom teachers and paraeducators.
6. Coordination with the Title I/LAP records clerk to assure completion of all building student documentation.
7. Coordination and facilitation of parent involvement and participation activities, including parent notification of program services, student exit from services, frequent parent communication, parent in-service, and parent attendance at school activities.
8. Coordination of building level program improvement activities.
9. Management and coordination of Student Learning Plans.
10. Coordination and facilitation of National, State, District, and school assessments.
11. Facilitation and coordination of the school Teacher Assistance Team and Guidance Team.
12. Assume responsibility for building level administration of tasks associated with categorical funds, including supervision and training of program(s) instructional paraeducators for implementation of student services.
13. Facilitate a school advisory team for instructional support services to develop and maintain a program plan which includes: parent involvement, instructional strategies, professional development, and budget management.
14. Serve as a resource to teachers for curriculum, instruction, and behavior management strategies.
15. Serve as a resource and coordinate training and services for parents of special needs students.
16. Review incoming student records, assess new students, and recommend appropriate placement and services.
17. Chair the Teacher Assistance Team (TAT) and Guidance Team.
18. Coordinate in-service training to personnel as needed for appropriate service delivery to students.

19. Serve as liaison for teachers referring students to instructional support services: Title I, LAP, ELL, Gifted Education, Native American Education, Special Education, Counselor, School Psychologist, Speech, OT, School Nurse, Etc.
20. Participate as a member of the School Leadership Team and the District Joint Advisory Committee.
21. Act as a resource to the classroom teacher by facilitating assistance and appropriate services for special needs students from remedial to accelerated.
22. May serve as the building testing coordinator.
23. May serve as Teacher-in-Charge when principal is absent from the building.
24. Other duties as assigned by the school principal.

Qualifications:

Education & Experience:

1. Teaching experience (3 years) at the elementary or secondary level, as appropriate.
2. Experience working with diverse populations.
3. Prior successful experience with remedial and/or accelerated students preferred.

Knowledge Skills & Abilities:

4. Demonstrated organization and interpersonal skills, including oral and written communication skills.

Licenses, Certificates & Special Requirements:

5. Valid Washington State teaching certificate.

Reporting Relationship:

The Learning Specialist reports to the building principal. Responsible to district Director of Support Services for grant management.

Conditions of work:

Union Affiliation:

NKEA

FLSA Status:

Salary Range:

NKEA Salary Schedule

Job #

Job History:

Created: 7/1/10

Immediate Supervisor

Date

Director of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.