



RIALTO UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL STRATEGIST (ELEMENTARY) Job Description

DEFINITION

Under the direction of the Senior Director of Elementary Education, and supervision of the Senior Director of Professional Development, the Instructional Strategist (IS) is responsible for providing job embedded and ongoing professional development with teachers and administrators. The IS will facilitate their learning, with regard to specific strategies determined by the Assistant Superintendent, Educational Services and Directors in the department, and Principals. The IS helps teachers develop and enhance their instructional practices, builds capacity within the site, and assists in the development of PLC's, to promote increased academic achievement for all students.

ESSENTIAL DUTIES

- Assists in the development and delivery of professional development workshops that improve teachers' understanding of curriculum expectations and instructional strategies.
- Work with site teachers (in teams or individually) to refine their knowledge and skills that may include, but not limited to: in-class coaching, observing, modeling instructional strategies, guiding teachers in looking at student work, developing lesson plans with teachers based on student needs and assessments, supporting data analysis, supporting the integration of technology, co-planning/co-teaching, and lesson studies.
- Develops a high level of trust and rapport with teachers in order to be an effective catalyst in their professional growth.
- Works collaboratively with other instructional strategist, Principals, Senior Director of Elementary Education, Senior Director of Professional Development, and the Superintendent of Educational Services, to ensure continuity throughout the district's elementary instructional programs.
- Acquires knowledge of research-based instructional strategies and pedagogies particularly those within the District's focus.
- Assists teachers in developing formative assessment tools to effectively monitor their student's learning and to direct their teaching.
- Assists teachers in accessing and utilizing formative and summative assessment data so as to inform instruction.
- Guides and supports teachers so their instruction is aligned to District expectancies, pacing guides, State Standards, and essential standards.
- Maintains a monthly activity log, which is submitted at the end of each month to the Senior Director of Elementary Education and the Senior Director of Professional Development.
- Assist in the development of K-5 instructional pacing guides and District Benchmarks.
- Reports directly to the Senior Director of Professional Development and is held accountable by the Senior Director of Elementary Education, Senior Director of Professional Development and site Principals.
- The role of the Instructional Strategist is separate and apart from the evaluative role of the principal or supervisor of the teacher.
- The Instructional Strategist is not responsible for school site administration of assessments, collection of assessment data, or management of site data systems.
- The Instructional Strategist advocates and supports the work of the teacher, but never performs supervision or evaluation.
- The Instructional Strategist should not confuse providing teachers with consultative feedback requiring professional judgment with supervisory or evaluative responsibilities of the principal. The role of evaluator is the sole responsibility of the principal or supervisor.
- Performs other duties as assigned by the Senior Director of Elementary Education and the Senior Director of Professional Development.

QUALIFICATIONS

KNOWLEDGE OF: Data-driven instructional decision making; Knowledge of research based, effective instructional strategies for students and adult learners.

ABILITY TO: Ability to communicate and interact effectively with students, teachers, parents, colleagues, and community leaders; Teach students for demonstration purposes; Model the adage of “life-long learner”; Coach peers in a non-evaluative manner; Present materials/methods in a training environment; Use instructional technology tools and materials

EXPERIENCE AND EDUCATION

- Possession of a valid California Elementary teaching credential;
- CLAD Certificate or equivalent;
- Ten (10) years teaching experience with at least five (5) years in Rialto Unified School District;
- Fingerprints on file as required by State law;
- TB Skin Test as required by State law;
- Meet NCLB “Highly Qualified” teacher criteria.

PHYSICAL DEMANDS

Physical class:

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

District offices, regular classrooms, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds and dirt.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours plus

Stooping: Occasionally
Bending: Frequently
Lifting: Frequently
Reaching: Frequently
Handling: Frequently
Grasping: Frequently

Fingering: Frequently
Carrying: Frequently
Standing: Occasionally
Kneeling: Occasionally
Sitting: Occasionally
*Driving: Occasionally
Walking: Frequently
Push/Pull: Occasionally

***Possession of a current California Driver’s license, a DMV printout and the ability to be covered by the company auto insurance is required.**

Frequent motion:

Keyboarding: Occasionally
Twisting: Frequently
Wrist flexion: Frequently
Elbow flexion/extension: Frequently
Reaching to shoulder level: Occasionally
Forward should/neck flexion: Frequently
Reaching above should level: Occasionally
Reaching below shoulder level: Frequently

Sensory requirements:

Ability to see: Constantly
Ability to hear: Constantly
Ability to talk: Constantly
Ability to smell: Constantly
Ability to touch: Constantly

Must be able to deal with these environmental considerations:

Heat:	Yes	Odor:	Yes
Noise:	Yes	Humidity:	Yes
Moisture:	Yes	Fluorescent lights:	Yes
Working inside:	95% of the day		
Working outside:	5% of the day		
Floor may be slippery at times:	Yes		
Working in close quarters with others:	Yes		

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

Ability to deal with psychological factors:

Team work:	Yes
Frustration:	Medium
Repetitive Tasks:	Yes - High
Level of responsibility:	High
Must keep up with schedule:	High
Flexible:	Yes
Able to work overtime as needed:	Yes
Dealing with angry teachers, students and parents:	Medium

Physiologic factors:

Have a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes