



## Marion County Schools

### JOB DESCRIPTION

#### Learning Specialist – Math or ELA

**Reports To:** Chief Academic Officer

**Job GOAL:** Under limited supervision of the Chief Academic Officer directs, plans and implements the K-12 Math or ELA instructional programs for the District. Assists in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services in order to ensure that each student is provided with the richest educational experience possible.

#### Minimum Qualifications:

1. Master's degree in Educational Administration or a related discipline with a minimum of 5 years of successful teaching experience; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
2. Must possess a valid South Carolina teaching licensure and be certified as a Principal with a minimum of 3 years of supervisory experience.
3. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

#### Performance Expectations:

- Ability to comprehend, interpret, and apply state and federal regulations related to SCDE curriculum, accountability and testing initiatives.
- Ability to effectively apply knowledge of academic initiatives, programs and services.
- Ability to communicate effectively with students, parents, District staff, government agencies and all other groups involved in the activities of the job.
- Ability to identify effective strategies for academic initiatives.
- Ability to complete, process, and maintain all required records, reports.
- Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner.
- Knowledgeable of all state and federal regulations and compliance requirements applicable to educational programs (including Act 135 and Title VI).
- Knowledge of the records, forms and reports which must be prepared and maintained. Has thorough and comprehensive knowledge of all aspects of curricula and instructional services including curricula development.
- Knowledge of fiscal management practices.
- Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions.

**PERFORMANCE RESPONSIBILITIES:**

- Directs the administration and coordination of the District's K-12 Math or ELA instructional programs to ensure appropriate instructional experiences.
- Provides staff leadership to K-12 Math or ELA level instructional personnel to ensure the understanding and implementation of educational objectives of the District. Guides the development, implementation and evaluation of K-12 Math or ELA curricular and instructional services.
- Works as needed with directors, principals and teachers in organizing and coordinating grade level, subject area and departmental meetings in order to affect horizontal and vertical continuity and articulation of the K-12 Math or ELA instructional program throughout the District. Serves as a resource for District staff development programs.
- Ensures the alignment of written, taught, and tested curricula for the K-12 Math or ELA programs in the District. Assists with evaluation of new academic programs.
- Effectively coordinates, with teacher input, the selection of appropriate textbooks and instructional materials which support the K-12 Math or ELA.
- Demonstrates the ability to train and observe for effectiveness in teaching, for the purpose of teacher evaluation.
- Is effective in communication with parents concerning the District's K-12 Math or ELA instructional programs/curriculum.
- Demonstrates the ability to serve as a liaison between the District and schools; interprets activities and policies of the District.
- Effectively directs the administration and coordination of the K-12 Math or ELA intervention programs to ensure appropriate instructional experiences.
- Is responsible for overseeing and appropriately managing assigned budgets.
- Remains informed of educational improvements and best practices; provides consultation and advice with other District administrators as needed. Promotes the integration of technology in the area of instruction.
- Operates general office equipment such as a copier, computer, and calculator.
- Performs other related duties and projects as assigned or requested.

**Terms of Employment:**

240 DAYS with salary and work year established by the Board

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's

policy on Evaluation of Professional Staff.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.