

## WARREN COUNTY PUBLIC SCHOOLS

**JOB TITLE:** Instructional Resource Specialist

**LOCATION:** Central Office

**JOB CATEGORY:** Professional

**PAY GRADE:** Grades 1-5

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:**  
Directors of Elementary/Secondary Instruction

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Facilitates full implementation of the K-12 curriculum (as assigned) and Virginia Standards of Learning. Performs teaching and/or training services to teachers in the area assigned.

### **QUALIFICATIONS:**

- Must have an active Virginia Post-Graduate Professional Teaching license.
- 5 years of teaching experience in assigned area.
- Must be endorsed to teach in assigned area.
- Must possess excellent interpersonal communication skills.
- Excellent organizational skills are required.
- Must be able to function in a team environment
- Have or be eligible for an endorsement in Ed. Administration and Supervision

### **ESSENTIAL FUNCTIONS/TYPUCAL TASKS**

- Takes primary responsibility, in consulting with building administrator(s) and Directors of Instruction for coordinating and supervising the assigned programs, K-12 and the related assigned curriculum components for kindergarten through 12<sup>th</sup> grade.
- Utilizes current information in staff development and in-service activities throughout the school division;
- Motivates and guides all teachers toward best practices in assigned area of instruction;
- Works collaboratively with teachers to help them improve effectiveness in teaching strategies for student success on locally developed benchmark assessments, SOL and external assessments (SAT, AP, etc.);
- Provides demonstration teaching as requested by the building administrator(s) and/or teacher;
- Participates in school and community functions that aid in promoting and explaining the assigned area program; Compiles and reports SOL and benchmark assessment data for assigned area at the request of the Directors of Instruction;
- Reports on the status of division education programs and services at the request of the Director of Instruction;
- Assists in the development and implementation of the division's curricular and instructional goals and recommendations of consultants;
- Stays informed of current educational trends and programs for division schools through participation in meetings, workshops and professional organizations; Performs related duties as assigned by the Directors of Instruction in accordance with the school/system policies and practices.

### **KNOWLEDGE, SKILLS, ABILITIES, AND EDUCATION**

- Must have an active Virginia Post-Graduate Professional Teaching license.
- 5 years of teaching experience in assigned area.
- Must be endorsed to teach in assigned area.
- Must possess excellent interpersonal communication skills.
- Excellent organizational skills are required.
- Must be able to function in a team environment
- Have or be eligible for an endorsement in Ed. Administration and Supervision

### **SPECIAL REQUIREMENTS**

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, parents, staff members, administrators, and community members. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: offices, computer labs, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds. Other physical activities may be required. Frequent operation of a vehicle, office equipment, and computers is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. The ability to work effectively and regularly with a computer (keyboard, monitor) is mandatory. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and parents is required. Frequent contact with vendors and parents by phone and in person is necessary. Occasional contact with technology or medical professionals may be required.

### **EVALUATION**

The Directors of Instruction will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.