

Job Description			
Position:	Instructional Specialist	Date Created:	8/22/2025
Department:	Administration	Job Type:	Full-time, 12-month
Reports To:	CEO	FLSA Category:	Exempt
Placement Schedule: Schedule 2, A6/A7			

POSITION SUMMARY:

Under the general supervision of the CEO, the Instructional Specialist collaborates closely with and takes direction from the Coordinator of Curriculum & Instruction on matters related to professional learning, curriculum initiatives, MTSS support, and accreditation. This role focuses on designing, coordinating, and delivering high-quality professional learning programs that promote teacher effectiveness, student achievement, and alignment with organizational goals.

KEY RESPONSIBILITIES:

- Supports the Coordinator in developing, implementing, and evaluating a comprehensive professional learning program aligned to organizational goals, instructional priorities, and state/federal requirements (including Title II).
- Facilitates and coordinates professional learning sessions, including workshops, instructional coaching, and job-embedded support for teachers and instructional staff.
- Collaborates with the Coordinator to monitor the effectiveness of professional learning through feedback, observations, and student achievement data.
- Supports new teacher orientation, induction, and mentoring programs as assigned.
- Assists in the development and facilitation of professional learning communities (PLCs) to promote collaborative planning and instructional improvement.
- Provides coaching and modeling of effective instructional practices for teachers and instructional leaders.
- Assists in the textbook adoption and implementation process, including ordering textbooks and textbook inventory management.
- Assists in the implementation of curriculum resources and instructional materials aligned to state standards.
- Supports fidelity of implementation for instructional programs and interventions under the guidance of the Coordinator.
- Uses student and teacher performance data to inform instructional decisions, identify learning gaps, and improve teaching practices.
- Assists in supporting MTSS frameworks to address both academic and social-emotional learning needs.
- Collaborates with school-based teams to facilitate the Problem-Solving Process (PSP) for data-based decision-making.
- Supports development of tiered interventions and student progress monitoring.
- Assists in preparing accreditation filings, reports, and documentation as directed by the Coordinator.
- Helps gather evidence and maintain compliance with accreditation standards.
- Supports site visits and coordinates with schools as needed to meet accreditation requirements.
- Serves as a collaborative member of the Professional Learning Team led by the Coordinator of Curriculum & Instruction.
- Maintains effective communication with administrators, instructional specialists, and teachers to ensure alignment of professional learning with school needs.

Instructional Specialist

- Remains current on educational research, best practices, and state requirements related to curriculum, instruction, and professional learning.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Education from an accredited institution (required).
- Master's Degree in Education from an accredited institution (preferred).
- Florida Educator's Certificate (preferred).
- Reading Certification or Endorsement (preferred).
- Minimum of three (3) years of professional teaching experience required.
- Prior instructional coaching experience preferred.
- Strong knowledge of curriculum design, instructional strategies, professional learning best practices and ability to evaluate instructional programs and effectiveness.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 25 pounds and/or perform a two-person lift greater than 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, students, and others.

TRAVEL REQUIREMENTS:

- Travel to various school, district, state, and/or community events may be required.



Instructional Specialist

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____