



JOB DESCRIPTION

JOB TITLE: **ELA Literacy (K-5) Curriculum Instructional Assessment Specialist (CIAS)**

Position Type: Certified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Certified	Location: District Office
Reports to: Manager of Academics and Assessment	
Term of Employment: 10 months plus 20 day addenda	Shift: Day
Approved By: Human Resources	Date: March 5, 2019

POSITION SUMMARY:

To support the development of a standards-based curriculum, demonstrate instructional leadership and literacy proficiency, and supports the implementation of guaranteed and viable curriculum. The Curriculum Instructional Assessment Specialist shall serve as liaison between schools and the district.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- **Curriculum, Instruction and Assessment:**
 - Maintains the district’s Literacy Plan for compliance with the state MOWR Law.
 - Supports district administrators in development of school-wide MOWR Literacy Plans.
 - Monitors and communicates updates with MOWR Law to district personnel to ensure district compliance.
 - Maintains district DIBELS Benchmark Assessment system by communicating timelines, testing protocols, data entry procedures, and completing the analysis of school and district data.
 - Supports the design and implementation of standards-based curriculum, assessment, and instruction to positively impact student achievement.

- Coordinates committee work in ELA curriculum and assessment development and other areas as designated.
 - Oversees resource and ELA textbook adoption, rollout and implementation.
 - Assists the teaching staff in understanding and aligning the ELA curriculum content standards and utilizing the adopted resources.
 - Conducts classroom walk-throughs and provides feedback to guide instruction in the area of ELA.
 - Recommends adjustment in curricular, assessment and instructional strategies resulting from the analysis of data.
 - Creates and maintains district ELA assessment materials and data.
 - Attends specific meetings which affect the curriculum, instruction, and assessment of grades K-12; prepares reports as needed.
 - Guides implementation of technology use with ELA content.
 - Provides technical assistance to teachers and administrators in the analysis and interpretation of student data related to learning, achievement and to designated content areas.
 - Displays awareness of additional resources to support adopted DVUSD curriculum and state standards.
 - Deploys CIA K-3 Literacy Coaches to PD and coaching cycles based on data analysis.
- **Professional Development:**
 - Contributes to District level work teams and committees, providing an ELA content-specific focus.
 - Designs and achieves a yearly professional development plan in conjunction with the primary evaluator.
 - Helps to design and implement professional development plans and/or assists teachers in achieving their goals.
 - Provides ELA professional development for staff that is related to district goals that promote collaboration.
 - Utilizes data to determine adult learning priorities.
 - Teaches additional district professional development courses (some evenings and Saturdays required).
 - Conducts regular meetings with ELA curricular teacher leaders at the school level.
 - Displays understanding of the different approaches to adult learning and aligns them with professional learning goals.
 - Coordinates, supports and provides training for district assessment administration in ELA.
 - Works collaboratively with other CIAS's for professional development.
 - Supports CIAS K-3 Literacy Coaches by providing professional development, strategic coaching, and feedback

- **Professional Knowledge & Skills:**
 - Displays pedagogical knowledge as outlined in the Arizona State Professional Teaching Standards.
 - Displays pedagogical knowledge as outlined in the Arizona Educational Technology Standards.
 - Demonstrates knowledge of the alignment of curriculum with Arizona Academic Standards.
 - Shows evidence of collecting, analyzing and disaggregating data for the purpose of improving student achievement and evaluating curriculum and instructional goals.
 - Persists in seeking effective approaches for students and staff who need help.
 - Has an accurate impression of the lessons' effectiveness, the extent to which it achieved its goals, and can cite general references to support the judgment.
 - Effectively determines and clearly communicates instructional goals.
 - Remains current with legislative actions that relate to ELA content.
 - Recognizes the value of understanding the learning communities' interest and/or cultural heritage.
 - Utilizes technology in developing curricular, instructional, and assessment strategies.
 - Grows and develops professionally through reading, research, conference/workshop attendance, and other opportunities to enhance knowledge of curriculum, instruction and assessment.
 - Embeds knowledge and skills gained from professional development activities to support teachers in improving student achievement.
 - Uses the professional day in a purposeful and productive manner.
 - Completes assigned tasks and projects in a competent and timely fashion.
 - Communicates and responds to all stakeholders in a competent and timely fashion.
 - Communicates the mission, vision, core values, and goals of DVUSD in multiple ways to all stakeholders.
 - Works to develop a repertoire of leadership strategies.
 - Applies district policies and administrative procedures fairly and consistently.
 - Adheres to legal and procedural guidelines (i.e. Board Policy, ELL, Special Education).
 - Demonstrates receptivity to ideas, challenges, and concerns presented by stakeholders.
 - Must meet any additional specific job requirements as indicated by the district.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises any assigned teachers.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates excellence in working with students and adults and a commitment to professional collaboration.
- Demonstrates knowledge of state assessments, district assessments and formative assessments.
- Demonstrates the ability and desire to provide outstanding customer service.
- Effectively uses technology as a tool for planning and implementing instructional strategies and professional development.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Must have endorsement in subject area.

EDUCATION AND/OR EXPERIENCE:

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Master's degree preferred, with a minimum of five years effective teaching experience.
- Certified Reading Specialist, preferred

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.