

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE:** Instructional Strategist

### **QUALIFICATIONS:**

#### **Education/Certification**

1. Maine Department of Education certification in Special Education 282 or 079.
2. Teaching experience and educational background in the area of math and literacy, as well as the social/emotional needs of children.

**REPORTS TO:** Director of Instructional Support

#### **Job Goal:**

To provide teacher leadership and support for the instructional support department. The goal of the position is to blend special and regular education together in a seamless structure.

### **PROFESSIONAL RESPONSIBILITIES:**

1. Provide scientifically based researched instructional strategies and methodologies with students in the special education referral process, as well as other students that might warrant instructional support to help reduce unnecessary environmental based referrals to special education.
2. Consult with regular education mainstream and special education teachers (tier 1, tier 2, and tier 3) around scientifically based researched instructional strategies and methodologies.
3. Sit on the schools pre-referral team to provide information and expertise on Response to Intervention (RTI)/Curriculum Based Measurements (CBMs) and provide assessments using instruments like Dynamic Indicators of Early Literacy (DIBELS).
4. Provide all Standardized Testing, i.e. WIAT II (Weschler Individual Achievement Testing) to help special education teachers in the referral and reevaluation process, as well as the process of getting input from the team and consent for evaluations from the parent(s).
5. Sit on the school's Day Treatment Team and other committees that Director and Principal deem necessary.

Job Description  
Instructional Strategist – Pond Cove School

6. Consult with staff on how to graph the progress of students in the pre-referral process.
7. Have knowledge and training in multiple scientifically based research methodologies such as Wilson, Linda Mood Bell, Math interventions, Great Leap, and various other multi-sensory strategies and methodologies.
8. Facilitate Individual Educational Programs (IEP's) meetings, where Prior Written Notices, Minutes will be completed. Also will collect and monitor case manager's draft Individual Educational Programs (IEP's) prior to every IEP meeting. Will also be responsible for collecting all Medicaid forms and keeping the proper documentation.
9. Develop Behavioral Intervention Plans and Functional Behavior Assessments and also provide social skill training when necessary.

**TERMS OF EMPLOYMENT:**

Twelve month year with actual salary, benefits, and work year set by the Board of Education through contract negotiations and appropriate policies.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy and/or Board action on Evaluation of Professional Personnel. The Director of Instructional Support will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

*Draft: February 2007*