



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** INSTRUCTIONAL RESOURCE SPECIALIST

**Required Qualifications:** Administrative Certificate

The Instructional Resource Specialist will be responsible for supporting and monitoring student services and achievement at Southwest Youth and Family Services and our students participating in our Virtual Academic Pathway. The specialist will provide support to Emergency and Provisionally Certified Teachers including but not limited to certification requirements and instructional support.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

**Emergency and Provisional Certified Teachers**

- Train emergency certified teachers in research-based, innovative, and proven instructional methodologies that emphasize integration of the career pathways and are designed to meet the diverse learning needs of individual students.
- Provides a forum for interaction among emergency and provisional certified teachers that allows for the exchange of information or advances in content, pedagogy, and curricular integration.
- Provides orientation and induction activities designed to assist staff to plan, model, instruct, reflect, and evaluate instructional delivery and practice.
- Regularly observes instruction, coaches, and mentors teachers to help improve overall teaching performance to include: planning, classroom management, presentation of new content, assessment of student learning, parent communication and conferencing, and all other appropriate teaching strategies and skills necessary.
- Create cohort groups to assist emergency certified teachers in completing the P-PAT.
- Assist, track and monitor the progress of emergency and provisional certified teachers in obtaining their standard certification and eventual career status within the district.

**Southwest Youth and Family Services**

- Work with staff at Southwest Youth and Family Services and CPS Enrollment Center to effectively enroll and educate students residing at the facility.
- Assist in developing an educational plan for each student residing at the facility.
- Help coordinate I.E.P. meetings and services.
- Procedural safeguards are in place to address the needs of handicapped students with IEPs.
- Assist with maintaining accurate attendance records.
- Assist with Accreditation Reports related to Residential Treatment Educational Checklist.



### **Virtual Pathway**

- Enroll students in classes and courses.
- Monitor the progress and grades of students enrolled in the virtual pathway.
- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the scholars.
- Work with site designee to record/transcript grades and course completion.
- Work with the company and teachers of the virtual curriculum to ensure the academic success of our students.

### **Additional Essential Job Functions**

- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Maintains a constructive professional working relationship with teachers, students, administrators, and parents.
- Follow all expectations and demands for Accreditation.
- Follow all district, state and federal guidelines.
- Maintain visibility with students, staff, and parents.
- Use effective presentation skills when addressing scholars, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Use excellent written and oral English skills when communicating with students, parents and teachers.
- Complete in a timely fashion all records and reports as requested.
- Maintain accurate attendance records.
- Performs all duties as assigned.

### **Knowledge, Skills and Abilities:**

- Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, faculty, staff and the general public.
- Ability to define problems, collect and analyze data, establish facts, and draw conclusions.
- Ability to apply knowledge of current research and theory in a specific field.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely both in written and oral form.

### **Training and Experience:**

- Must have a valid Oklahoma administrator's license.
- Masters degree in educational administration (preferred).
- Five (5) years of administrative and/or supervisory experience (preferred).



**Coordinates With:** Site Administrators, Counselors, Classroom Teachers, SW Youth and Family Services, Vendor of Virtual Instructional Services.

**Reports To:** Executive Director of Personnel and Student Services.

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Employee Signature

Date