

---

## **Job Description: School Transformation Instructional Specialist**

### **About Newburgh Enlarged City School District (NECSD)**

Newburgh Enlarged City School District (NECSD) is the seventh-largest district in New York, serving nearly 12,000 students across 14 campuses in urban and suburban areas. Located 60 miles north of New York City, along the Hudson River, Newburgh Schools are the most diverse school system in Orange County. The Board of Education governance team is comprised of nine trustees who are courageously committed to improving academic outcomes for all scholars by dismantling systems of oppression and systemic racism. The Superintendent of Schools serves as the Chief Executive Officer who leads a world-class workforce to meet its obligations established in the district's vision, mission, and strategic plan.

### **About the School Transformation Instructional Specialist**

The Instructional Specialist will work as a colleague with TSI and CSI classroom teachers to support student learning. Through a variety of individual and group professional development avenues the Instructional Specialist will assist teachers in understanding and implementing strategies that promote active student engagement, differentiation, and outcomes-based learning.

The Instructional Specialist will maintain teacher confidentiality as they communicate regularly with the building administrators regarding program instructional needs and progress. The Specialist will report directly to the Director of Planning and Accountability. The scope of work of the Specialist will be provided by the Director of Planning and Accountability after consultation with leaders from Curriculum and Instruction. Supervision of the implementation of the work will be conducted by the Director of Planning and Accountability in collaboration with the building Principal.

### **Qualifications**

- Minimum of five years of successful K – 12 teaching experience;
- Extensive knowledge of a wide variety of instructional strategies and student grouping/classroom organizations to promote active student engagement and critical thinking;
- Familiarity with the content and research-based framework of the NYS Next Generation Learning Standards;
- Experience with instructional programs and strategies for student populations such as English Language Learners and Students with Disabilities;
- Familiarity with the methods and materials that promote technology-enhanced instruction;
- Strong interpersonal skills;
- Strong oral and written communication skills;
- Experience in designing and providing professional development through avenues such as in-service training, workshops, job embedded facilitation, and small group work;
- Ability to work collaboratively;
- Ability to maintain teacher confidentiality while communicating professional development needs of building staff;
- Experience in the analysis and use of data and student work to inform instructional decisions;
- Demonstrate knowledge of a variety of assessment tools and strategies;
- Demonstrate teacher leadership qualities when working with building administrators and on building initiatives.

### **Specific Duties and Responsibilities**

- Employ a variety of strategies to build the capacity of teachers in effective instructional and assessment practices that respond directly to the requirements of the NYS Next Generation Learning Standards, including individual and/or group learning opportunities, modeling, and peer coaching.
- Assist teachers with broadening and deepening their content area knowledge by facilitating inquiry-based processes such as small group PD sessions, study groups, lesson studies, and action research.
- Build and maintain the school's resources for continuous instructional growth of teachers and administrators including texts, multimedia, website links, technology software, research studies and articles, and lesson plans and demonstration lessons;

- 
- Collaborate with building Principal and Assistant Principals in designing the form and content of building-based staff development and the school's Professional Development Plan;
  - Provide support in analyzing student achievement data and assist in the facilitation of the school's data team meetings;
  - Establish and facilitate a variety of live and virtual formats to foster teacher professional learning communities;
  - Inform building leadership team of the progress of professional development needs and initiatives on a regular basis and collaborate with the building leadership team to modify the building's PDP as needed;
  - Identify, provide, and assist teachers in the development of curriculum-aligned classroom materials;
  - Facilitate and/or participate in regularly scheduled teacher meetings as needed or as requested;
  - Contribute timely and relevant instructional information and resources to the building website in collaboration with the Principal and in consultation with the Curriculum Directors and with C & I;
  - Provide Curriculum & Instruction with updates and progress in meeting goals;
  - Encourage ongoing professional growth for all teachers.

### **Key Competencies**

- Employ a variety of strategies to build the capacity of teachers in effective instructional and assessment practices that respond directly to the requirements of the NYS Next Generation Learning Standards, including individual and/or group learning opportunities, modeling, and peer coaching.
- Assist teachers with broadening and deepening their content area knowledge by facilitating inquiry-based processes such as small group PD sessions, study groups, lesson studies, and action research;
- Build and maintain the school's resources for continuous instructional growth of teachers and administrators including texts, multimedia, website links, technology software, research studies and articles, and lesson plans and demonstration lessons;
- Collaborate with building Principal and Assistant Principals in designing the form and content of building-based staff development and the school's Professional Development Plan;
- Provide support in analyzing student achievement data and assist in the facilitation of the school's data team meetings;
- Establish and facilitate a variety of live and virtual formats to foster teacher professional learning communities;
- Inform building leadership team of the progress of professional development needs and initiatives on a regular basis and collaborate with the building leadership team to modify the building's PDP as needed;
- Identify, provide, and assist teachers in the development of curriculum-aligned classroom materials;
- Facilitate and/or participate in regularly scheduled teacher meetings as needed or as requested;
- Contribute timely and relevant instructional information and resources to the building website in collaboration with the Principal and in consultation with the Curriculum Directors and with C & I;
- Provide Curriculum & Instruction with updates and progress in meeting goals;
- Encourage ongoing professional growth for all teachers.

### **Application Process**

Qualified candidates for the above position must submit a completed online application and resume via OLAS or district website

### **Compensation**

Salary package for this position is competitive with prior experience.

The Newburgh Board of Education believes in the dignity of all individuals. To this end, no applicant for employment or current employee will experience discrimination based on race, creed, color, religion, national origin, language, sex, age, marital status, physical handicap, sexual orientation, or disability