

**Cabell County Schools**  
**Job Description**  
**Secondary English Language Arts (ELA) Academic Specialist**

**Position:** Secondary ELA Academic Specialist

**Location:** Central Office

**Reports To:** Middle School Executive Director

**Length of Employment:** 220 days

**Salary:** As per Cabell County pay schedule

**Qualifications:**

1. Valid West Virginia teaching certification with certification in 5-9 ELA or 5-12 ELA.
2. Must have a minimum of five years cumulative teaching experience at the secondary level.
3. Preference is given to those individuals who can demonstrate a deep knowledge of the ELA pedagogy associated with the implementation of the job responsibilities, including successful interventions.
4. Preference is given to individuals who can demonstrate a deep knowledge of analysis of data that drives instructions in support of student achievement.
5. Preference given to those individuals who can demonstrate effective coaching, communication, technology integration and training techniques to implement the District's Strategic Plan action steps that meet the assigned school goals for improved instruction. Preference given to those who have received professional development in research based intervention programs.
6. Documented experience using assessment data for Measures of Academic Progress such as, General Summative Assessment, interim tests, benchmark reading/math, or other data that has an impact on instruction.
7. Documented evidence using foundational components and latest research of instructional practice, interventions, technology and assessment.

**Responsibilities**

1. Provide support and assistance to all classroom teachers in the full and skillful implementation of district's adopted reading, ELA, and career literacy programs.
2. Conduct demonstration lessons to insure that all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed.
3. Provide a multi-tiered intervention and enrichment system for reading/ELA and career literacy.
4. Provide instruction on successful technology integration that supports student learning.
5. Provide school based staff development to ensure that teachers are knowledgeable about program components and understand the instructional design of how programs meet the standards.
6. Foster the development, implementation, evaluation and updating of curriculum and instructional practices.
7. Assist teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the program.
8. Analyze and utilize assessment data to improve curricula and student performance.
9. Assist teachers and administrators with using formative assessments.
10. Serve as a resource in identifying appropriate instructional strategies and interventions in math to improve student achievement for all students.
11. Assist teachers with the use of curriculum maps that align and guide instructional practice.
12. Supports principals and site based leadership teams in all areas of instructional leadership based on focused instruction. This includes providing professional development; supporting the construction of the school improvement plan, supporting the use of data by site leaders and teachers, facilitation of Professional Learning Communities (PLCs) and providing one-on-one coaching to site leaders and teachers.
13. Keep well-informed about current trends, research, and best practices, including participating successful in the training programs offered to increase the individual's skill and proficiency related to the assignment.
14. Meet regularly with teachers and administrators to review skill assessment data and to assess the outcomes of goals established by grade level teams.
15. Prepare forms, records, and reports as directed.
16. Attend meetings and trainings as directed.
17. Perform all other duties and services assigned by the Middle School Executive Director.

