

JOB TITLE
EDUCATIONAL RECOVERY
SPECIALIST

DIVISION
ADMINISTRATION

REPORTS TO
EDUCATIONAL RECOVERY DIRECTOR/
SUPERINTENDENT

SALARY SCHEDULE & GRADE
IV, GRADE 8

LENGTH OF WORK YEAR
220 DAYS

DATE
NOVEMBER 7, 2011

SCOPE OF RESPONSIBILITIES

The Educational Recovery Specialist (ERS) will be responsible for working with staff in a persistently low achieving school as identified through the criteria set forth in No Child Left Behind, House Bill 176 and the Kentucky Department of Education regulations with any and all functions relating to instruction and school improvement with an emphasis on reading and math.

PERFORMANCE RESPONSIBILITIES

1. Curriculum (ensures curriculum is aligned with state and local standards and implemented through a systematic process).
2. Assessment (work with staff to ensure rigorous and authentic assessments inform and improve instruction to meet the needs of all students).
3. Instruction (assist teachers in developing and implementing effective and varied, research-based instructional strategies to be used in all classrooms).
4. Culture (help provide resources and activities that will make the school function as an effective learning community to support and promote a safe and orderly environment that encourages learning).
5. Support Services and Resources (assist staff in working with families and community groups to remove barriers to learning)
6. Professional Development (seek and provide appropriate, relative professional development opportunities for teachers and administrators and work with teachers to identify areas of growth that will enhance their teaching skills)
7. School Leadership (help identify ways to focus instructional decisions of the school council and school leadership teams around support for teaching and learning and developing leadership skills)
8. Organization (work to assist in organizing the school around all available resources to ensure maximum effectiveness)
9. Compliance Issues (help carry out activities identified in the School Improvement Grant).

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

1. Master's Degree
2. Five (5) years successful experience directly related to assignment
3. Certification in area of assignment
4. Successful leadership experience

DESIRABLE QUALIFICATIONS

1. Advanced preparation in area of assignment

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