**Position Title:**

Targeted Assistance Instructional Advisor

**Reports to:**

Director of Instructional Support

**Location:**

Achievement Schools - Central Office

Memphis, Tennessee

**About the Achievement School District:**

In January 2010, Tennessee passed the First to the Top Act, a sweeping reform of the state’s education policy that was the cornerstone of its successful Race to the Top application. The Act created the Achievement School District (ASD), a state-run education authority with the power to directly run eligible schools and to authorize charter management organizations to operate schools. The ASD was charged with enacting bold reforms to drive transformational results for students zoned to attend or attending Priority schools. In doing so, the ASD acts as an operator of schools (the directly managed “Achievement Schools” clustered in the Frayser neighborhood in Memphis), authorizes non-profit partners, and works as a catalyst for state-wide school improvement through increased focus on Priority schools and improved student outcomes. The vision of the ASD is for all students in Priority schools to be prepared for success in education, career, and citizenship after high school. In support of this vision, our mission is to fight for justice for Priority school students by committing to excellence, equity, and community in their schools and lives.

**Position Overview:**

The Targeted Assistance Instructional Advisor will work collaboratively with the all teachers and the instructional support team to provide interventions and improve instruction for students in need of targeted assistance in the continuum of services provided in the district. The special education coach will provide leadership, support, and expertise for the implementation of the reading and mathematics curricula and facilitate efforts with teachers and students to ensure that every student can read and perform mathematically at grade level.

The Targeted Assistance Instructional Advisor will work with the Chief of School Improvement and Accountability, Special Education director, ESL director and the instructional support team to provide expertise and intentional support to students experiencing on-going difficulties in the core curriculum.

**Specific Position Responsibilities:**

* Provide comprehensive teacher support for student instruction through active participation and collaboration with all grade levels and core content areas that serve special populations of students.
* Supports teachers through the development and/or refinement of curriculum and pacing guides. Ensures that curriculum is aligned to district goals, TN Academic Standards and Common Core State Standards, including identifying skill gaps between grades, thereby ensuring a seamless progression from K through grade 12.
* Serve as a resource for the instructional support team to inform and set instructional goals and plan instructional activities for targeted populations to meet the curriculum guidelines
* Provide support to administrators and central office team in obtaining and analyzing data for targeted student populations to identify areas of need.
* Guides and supports the selection of textbooks, instructional materials, resources, and technology needed to support curriculum implementation.
* Monitors implementation of curriculum to support instructional program in schools.
* Model and implement teaching techniques and classroom strategies to accommodate the various learning styles of targeted students.
* Demonstrate “best practices” models and strategies for teachers in the classroom setting and provide follow-up coaching.
* Assists with unit and lesson planning, observes teachers in the classroom as requested by principals and makes recommendations for improvement in performance. Offers advice and assistance as needed.
* Uses a system for data collection focused on coaching support for each teacher/school.
* Plans and conducts monthly professional development sessions for content teachers.
* In collaboration with the Special Education Specialists, ESL directors and Director of Instructional support shares effective instructional strategies with teachers both individually and through in-service workshops.
* Analyzes state and district assessment data to help target professional development needs; designs, plans and implements school and individual-level professional development opportunities addressing instructional content, curriculum, instructional methods, and
* Directs the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned service, activities, and operations. Provides for appropriate research and compiles reports, as needed. Reviews best practices, recent literature, and research studies and reports. Communicates findings with staff and coordinates changes or modifications to improve existing programs. Applies information/results of research and studies to instructional program.
* Participate in professional growth activities and stay current on IDEA, ESSA, local and state regulations.
* Executes the responsibilities according to lawful and ethical standards. Uses personal judgment and initiative to develop effective and constructive solutions to challenges and obstacles
* Other duties as assigned.

**Knowledge and Skills Required:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills required, but not limited to, for this position include:

* Demonstrating effective instructional skills;
* Demonstrating knowledge of literacy-rich environments and concepts of print;
* Strong instructional ability as a classroom teacher
* Familiarity with modification and accommodations for students with disabilities
* Knowledge of differentiating instruction
* Demonstrating knowledge of research-based reading and mathematics instructional programs and strategies;
* Demonstrating knowledge of District curricula, assessment, and instructional programs;
* Demonstrating knowledge of the interpretation of assessment data;
* Engaging and encouraging communication skills while interacting with principals, staff, students, etc. to exchange information.

**Qualifications:**

* Bachelor’s Degree from an accredited university; Master’s degree from accredited university, highly preferred.
* 5 or more years of teaching experience – with experience teaching special populations
* Valid Tennessee Department of Education Teacher License – SPED or ESL endorsement required
* Preferably experience presenting professional development to teachers
* Willingness and comfort with facilitating difficult conversations
* Ability to lead through influence
* Proficient in the use of technology to include video presentation, word processing, database and spreadsheet applications

**Salary and Benefits:**

Salary: up to $83,000. In addition, a [comprehensive benefits package](http://www.tn.gov/hr/topic/benefits) is included.

**To Apply:**

Please e-mail a cover letter, resume, contact information for three professional references, and two writing samples – preferably a sample of a memo and a presentation you have created- to Emily Banks at Emily.Banks@tn.gov

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