



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Instructional Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 Hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2015	SALARY GRADE:	Schedule: 56 Range: 51

BASIC FUNCTION:

Under direction of assigned supervisor, provide instruction and lessons to classes of students in an assigned specialized subject-matter area; observe, monitor and record student behavior and performance; assist teachers in maintaining student academic and attendance records; and perform related duties as assigned. Each specialized subject area is considered to be a separate classification for Merit System purposes.

DISTINGUISHING CHARACTERISTICS:

Instructional Specialists are responsible for delivering classroom instruction and preparing lesson plans and materials for classes in an assigned specialized subject-matter area, including art, music, percussion, athletics, dance, drama, African dance, nutrition and cooking and gardening. Work assigned to an Instructional Specialist requires detailed knowledge in subject areas applicable to their instructional assignment and the ability to provide instruction to elementary or secondary students in an effective and engaging manner.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Instruct students in a specialized area of instruction; develop and prepare lesson plans, curriculum and content according to state and District standards; plan, develop and deliver classroom lessons and presentations; develop a variety of instructional materials and exercises; develop methods to explain or demonstrate information to students; prepare samples and demonstrates techniques, processes and methods for students; monitor and assists students through drill, practice and other instructional methods; work with and tutors' individual and small groups of students in assigned subject matter areas to reinforce class lessons, improve skill levels and assist students in completing class and homework assignments; assist instructors in evaluating student understanding and progress; establish class rules and monitors and controls student behavior according to established procedures.
- Set up and arrange materials, supplies and equipment for instructional activities; provide technical assistance in the operation, adjustment and maintenance of specialized equipment as assigned.

- Order and maintain supplies, materials and equipment, ensuring adequate supply for instructional use; prepare, issue and collect materials and equipment for student use.
- Communicate with parents regarding student progress and attendance and class activities; conduct parent and student meetings with staff; confer with school site staff regarding class and outside events; work with staff and administrators to build support for program and instructional activities
- Maintain a variety of reports and records; track student attendance and participation; maintain records of student progress and attendance as assigned
- Coordinate, plan, organize and oversee student performances and exhibitions; work with community organizations and agencies to make arrangements for student exhibitions and performances
- Maintain a safe and orderly learning environment; set up and break down materials for classroom lessons; launder and clean items as necessary
- Perform general clerical duties in support of classroom activities, including filing, typing or duplicating materials

Art:

Provide instruction on a variety of art methods and techniques, including painting, drawing, clay and pottery making, math-art classes, costume design, poetry-art, graphic art, clay animation and ceramics; set up student art exhibits at local museums.

Music:

Provide instruction on reading music and singing on pitch; teach multi-cultural songs and music to students

Assist with school site special events and assemblies; lead the school in singing at assemblies; assist teachers in preparing classrooms as requested

Dance:

Prepare students for stage performances, including providing instruction on stage etiquette and presence, execution of movement and stage transitions and logistics

Prepare, clean and organize costumes, accessories and props for performances

Audition students for dance ensembles

Serve as senior artist and provide information to other artists regarding program goals and procedures; lead collaborations for dance concerts

Athletics:

Participate in planning District athletic programs; attend District meetings to develop athletic policies and contracts; recommend for hire, schedule and supervise coaches and other athletic staff; communicate with parents regarding student enrollment, fees and student performance; conduct meetings with students and parents; ensure student athletes meet District requirements in order to participate in athletic programs, including checking grades and attendance; prepare weekly progress reports and counsel athletes on District athletic participation requirements; supervise academic hours in the homework center

Direct and coordinate the competitive and intramural sports teams and activities at an assigned school site; enroll students in athletic programs and collect fees; schedule, organize, coordinate, facilitate and supervise team practices and games; create and distribute team schedules and lists; coach and facilitate team practices and conditioning routines; schedule athletic officials and transportation; attend and oversee all on- and off-campus games and tournaments; prepare field and gymnasium for athletic events, including lining athletic fields; order, clean, issue, collect and maintain equipment and apparel for District sports teams

Percussion:

Provide instruction to students on rhythm, reading music, use of various music instruments and the culture and heritage of percussion instruments

Drama:

Adapt materials for performances and direct multiple student plays per year

African Dance:

Provide accompaniment for African and African-derived dance classes; provide instruction on history of African dance and music; instruct students on African drumming techniques, significance of rhythm and change patterns and integration of diverse rhythms and distinctive musical traits to create polyphony; assist students in composing and arranging music and developing improvisational pieces; provide instruction on and build, repair and maintain African drums; make arrangements for guest artists; develop a drum and percussion ensemble

Computers:

Instruct students and teachers on use of computer applications and programs; resolve network and program issues and problems; ensure proper operation of computer lab computers and peripheral equipment; perform minor repairs to computers as needed

Cooking:

Deliver nutrition education through day-time and after-school cooking classes promoting the consumption of fresh fruits and vegetables, whole grains and beans; conduct cooking and nutrition classes and provide instruction to students on establishing and maintaining healthy eating and physical activity habits; plan recipes and menus that feature Harvest of the Month produce; utilize ingredients and methods that make it possible for students to replicate recipes at home with their family; develop a programmatic approach that emphasizes the 4R's; shop for and purchase food items; develop interactive nutrition lessons focusing on nutritional components and guidelines; send recipes home with students on a monthly basis; mentor students in the development of safe culinary skills; provide support for a pilot nutrition education cooking class for parents

Conduct food promotions and taste testing's; coordinate with other instructional staff regarding planning and promotion of special nutrition events

Gardening:

Plan, implement and coordinate all aspects of a garden education program; co-teach lessons using the Garden-Based Learning curriculum; deliver education through day-time and after-school garden-based classes promoting the consumption of fresh fruits and vegetables, whole grains and beans; conduct interactive classes that provide hands-on learning opportunities for students and teachers; instruct students on principles of agroecology and ecoliteracy, seasonality, food systems, nutrition and healthy living; provide hands-on instruction to students on growing, tending to, maintaining, harvesting and preparation for consumption of a variety of food crops in a school garden; educate students regarding healthy food choices; develop a programmatic approach that emphasizes the 4R's; participate in site-based team meetings focusing on nutrition education

Maintain and oversee an edible school garden using organic gardening methods, including planting, composting, irrigating and harvesting fruits and vegetables; construct and install structures and buildings; develop and implement nutrition and gardening projects and events; shop for and purchase garden supplies and supplemental produce; conduct fruit and vegetable tastings

May assist with grant writing and fundraising processes; solicit and secure donations; assist with outreach activities focused on the school community and recruiting volunteers, including coordinating parties and special events and supervising volunteers

OTHER DUTIES:

Attends a variety of meetings, training sessions, conferences and workshops
May provide training and work direction to staff and volunteers as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Assigned specialized subject matter areas, including applicable state and District standards and regulations
Methods, practices and techniques of improving student knowledge through specialized structured lesson plans, teaching techniques and instructional materials
Methods and practices of child instruction and tutoring
Correct English usage, including spelling, grammar and punctuation
Administrative practices and procedures, including record- keeping and filing practices and procedures

ABILITY TO:

Perform specialized tasks applicable to specialized subject areas
Operate a computer, other standard office equipment and specialized equipment and materials
Organize, set priorities and exercise sound judgment within areas of responsibility
Monitor and control student behavior
Organize and maintain confidential student records and files
Communicate clearly and effectively, both orally and in writing
Understand and follow written and oral instructions
Prepare and maintain a variety of records, reports and files
Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations
Establish and maintain effective working relationships with District management, administrators, faculty, staff, parents, students and others encountered in the course of work

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in the assigned instructional area; and at least one year of experience working with school-age children in an organized educational environment; or an equivalent combination of training and experience

WORKING CONDITIONS:

ENVIRONMENT:

Instructional classroom and other indoor and outdoor learning environments
Seasonal heat and cold or adverse weather conditions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information
Seeing to observe condition of lab and behavior of students
Dexterity of hands and fingers to set up and operate lab equipment
Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds
Pulling and pushing carts
Reaching overhead, above the shoulders and horizontally

HAZARDS:

Exposure to blood borne pathogens and infectious diseases