

MARION COUNTY JOB DESCRIPTION

Position Title: Gap Closure Specialist

Department: School

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: July 2022

SUMMARY: To provide support, assistance, and leadership to principals, teachers, and staff in the areas of curriculum, development, instructional strategies, and with the school improvement planning process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Facilitates the development and accountability of school improvement planning
- Assists the staff and leadership in advocating, facilitating, and implementing strategies that improve student achievement and close the achievement gap
- Participates in professional learning to keep current in educational field
- Assists/Models best practices in integrating curriculum across content areas
- Facilitates alignment of district curriculum, instruction, professional development, technology, and assessment practices
- Mentors new or re-assigned teachers to ensure continuation of programs and instruction
- Assists in planning for allocation of resources and supplementary materials to support classroom instruction, the School Improvement Plan, and student achievement within assigned facilities
- Organizes systems of data collection to allow for the comparison, analysis, and evaluation of information within assigned building
- Maintains knowledge of current Board, Federal, State and local regulations
- Provides technical support to the district, building principal, and building leadership in on-going professional development with a focus on school improvement
- Facilitates planning processes within schools and across the district
- Provides support and direction for District and School Improvement Planning, including other required plans and mandates
- Carries out projects that are assigned by the superintendent to enhance the district

SUPERVISORY RESPONSIBILITIES: This position classification requires subject matter expertise commonly associated with curriculum and instruction knowledge and skills, and the ability to effectively share this knowledge and skills with supervised staff. Relevant teaching and

instruction experience is required to: demonstrate expected teaching methods, conduct in-service training, and execute all levels of problem and procedural analysis.

When required, this position and those it supervises may meet with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions.

In conjunction, is responsible for appraising performance; addressing complaints and resolving problems as pertaining to this position and the staff that may be supervised.

Must carry out all supervisory responsibilities in accordance with district policies, state and federal statutes, and all other applicable regulations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCES: Master's Degree in Education; must have strong leadership and communication skills.

CERTIFICATION REQUIREMENTS: Must meet certification requirements as prescribed in the Kentucky Local Educator Assignment Data Manual. Possession of administrative certification preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical data, financial reports, and legal documents. Ability to effectively present information to administrators, public groups/community, and the board of education.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Principles, goals and objectives of public education; methods, techniques, procedures and strategies pertaining to the assessment and evaluation of the District special projects; legal mandates, policies, regulations, and operational guidelines;

County, State and Federal special funding sources and the trends pertaining to grant proposal development; research techniques, strategies and procedures; provide specialized resource support, and remedial curriculum and instructional programs; analyze, evaluate and assess school improvement and remediation programs; effectively serve as a resource to administrative and instructional personnel concerning school improvement and remedial programs; establish and maintain effective organization, community and public relationships; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.