

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Categorical Instructional Specialist	<b>REPORTS TO:</b>	Principal
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Certificated
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	215 Days
<b>BOARD APPROVAL:</b>	June 11, 2003	<b>SALARY:</b>	Teacher=s Salary Schedule Plus .175 factor

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**BASIC FUNCTION:**

Assist with the implementation of the Title 1 School wide Program or the categorical program provided at the schools.

**REPRESENTATIVE DUTIES:**

Provide supplemental discipline intervention to students, such as student conferences to develop social skills and academic improvement plans. *E*

Conduct academic student support groups for students considered at risk of failing. *E*

Work collaboratively with teachers to provide supplemental parent conferences to implement child/family school plans for successful behavior and academic interventions. *E*

Provide extra follow up on baseline Student Study Team interventions. *E*

Design and implement positive reinforcement systems school wide to assure academic success. *E*

Develop and conduct training to students and teachers on topics such as: student led parent conferences, school wide assertive discipline plans. *E*

Provide teacher and parent training to assist parents in becoming full partners in education. *E*

Collect, aggregate and analyze school level academic data such as: running records, Direct Reading Assessments, Quick Reading Inventories, Accelerated Reader Assessments and other appropriate supplemental assessments, as necessary to inform instruction and site plan modifications. *E*

Conduct and/or coordinate supplemental extended learning opportunities to support student achievement. *E*

Coordinate supplemental school wide events related to academic achievement to assist students in meeting high state standards. *E*

Attend training and meetings necessary to develop job skills. *E*

**KNOWLEDGE AND ABILITIES REQUIRED:**

California credential authorizing elementary instruction

Three years of successful teaching experience.

Knowledge of organizational practices and principles.

Knowledge of and ability to implement the elementary school instructional program.

Knowledge of laws, policies, rules, and regulations about student discipline, attendance and transfers.

Ability to establish and maintain effective relationships with staff, students, parents, and the public.

Ability to identify and determine the nature of students' problems, evaluate urgency, and act to alleviate problems.

Knowledge of guidance and counseling objectives, principles and procedures.

Ability to supervise personnel.

Ability to speak and write effectively.

Ability to develop and conduct appropriate staff development meetings.

**WORKING CONDITIONS:**

Rapid paced work, high levels of stress, evening meetings. Moderate physical effort; frequent standing or walking; periodic handling of light weight parcels or supplies. Indoor and outdoor environment. Local travel to other school sites and departments.

**CONTACTS:**

Daily contacts with principal, and other administrative, classified and certificated staff, students, parents, and community members. Occasional contact with the Area Superintendent, Associate Superintendent of Human Resources, Associate Superintendent of Educational Services, Chief Financial Officer, Assistant Superintendent of Instructional Support Services, and their staff members.

*E = Essential Function*