**EMPLOYEE NAME:** ____________________________

Revised: 5/11; 7/11; 10/12; 7/16; 6/18; 10/18

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**JOB DESCRIPTION**

| POSITION TITLE: Instructional Support Specialist | JOB CODE: 475F |
| DIVISION: Academic-Support and Specialized Services | SALARY SCHEDULE: Teacher |
| DEPARTMENT: Special Education | WORK DAYS: 188 |
| REPORTS TO: Supervisor, Special Education | PAY GRADE: CIT 4, 5, 6, or 7 |
| FLSA: Exempt | PAY FREQUENCY: Monthly |

**PRIMARY FUNCTION:** Facilitates compliance with special education due process procedures; facilitates communication between the special education department and local schools.

**REQUIREMENTS:**

1. Educational Level: Bachelor Degree required; Master Degree preferred
2. Certification/License Required: Valid Georgia Teaching Certification
3. Experience: 3 years successful classroom experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Proficient Skills: Written and oral communication, collaboration, data management and analysis, strong knowledge of literacy/math instructional strategies

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Demonstrates ethical and professional behavior.
3. Models effective teaching strategies and interventions for students with disabilities.
4. Develops and provides training to special education staff with a focus on specialized instruction.
5. Develops and provides resources to schools for teachers that support the implementation of specialized instruction.
6. Assists with analyzing appropriate data for instructional program planning and facilitating program operation.
7. Demonstrates knowledge of the link between curriculum standards and IEP goals.
8. Assists in developing, conducting, implementing, monitoring, and reviewing Individual Education Programs (IEP) for selected students with disabilities.
9. Serves as liaison between general education and special education programs.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee__________________________________________ Date ____________________________

Signature of Supervisor__________________________________________ Date ____________________________