



Los Angeles Unified School District

Today's Learners, Tomorrow's Leaders

Los Angeles City Schools

INSTRUCTIONAL SPECIALIST

Position Description and Responsibilities:

The Partnership is seeking an accomplished educator to be an Instructional Specialist in a Partnership School. The Instructional Specialist will assist the principal with the instructional and operational program. The Instructional Specialist will also share responsibility for the performance of the school and will work closely with the principal on all initiatives to close the achievement gap. S/he will work with an exceptional leadership team that includes leading California educators, a former superintendent of several urban public schools and a former president of a leading charter schools operator. This role will report directly to the school principal and will be part of the organization's leadership team.

HOLLENBECK MIDDLE SCHOOL

2510 East Sixth Street, Los Angeles, CA 90023

Hollenbeck Middle School is a single track calendar school serving approximately 2,597 students in grades 6 through 8, of whom 40% are English Learners.

SALARY LEVEL: MST 39G - B BASIS (\$75,502 - \$94,043) – 221 PAID DAYS

Experience requirement:

Three years of successful full-time public school certificated service experience.

Minimum Requirements include:

- California Administrative Services Credential
- Master's degree
- Multicultural coursework*
- District Master Plan Requirements met*

***Out-of-District candidates have one year to complete this requirement**

Desirable Qualifications:

- Classroom and/or administrative experience, preferably in comprehensive public schools in an urban environment
- Passion for improving public education
- Experience in strategic planning a plus
- Knowledge of research-based best practices in the field of education pedagogy, including curriculum design, professional development and assessments a must
- Comprehension of instructional practices that accelerate student achievement
- Strategic thinker with proven ability to execute effectively
- Ability to plan and conduct professional development for large and small groups
- Excellent oral and written communication skills
- Reflective and open to new ideas and opinions
- Computer literacy at an advanced level
- Excellent human relations/ customer service skills
- Spanish fluency a plus

Key Duties:

- Alongside the principal, provide instructional leadership
- Act as a co-administrator with the school principal performing duties as assigned by the principal and to assume administrative responsibility for the school in the absence of the principal
- Create a focused mission to improve student achievement and a vision of the elements of school, curriculum and instructional practices that make higher achievement possible
- Know how to lead the creation of a school organization where faculty and staff understand that every student counts and where every student has the support of caring adults
- Shape a culture of collaboration driven by student data, continuous improvement, empowering all stakeholders and meeting the academic and social needs of students
- Set high expectations for all students to learn higher level content coupled with crafting high levels of support for teachers and students to make accomplishments possible

- Supervise and support performance of all assigned personnel, provide counseling and assistance as indicated; recommend appropriate action in cases of substandard performance; identify and encourage individual teachers with leadership potential
- Schedule and provide release time for teachers to visit other teachers
- Lead and direct the assignment of all pupils in such a way as to encourage optimal growth
- Keep everyone informed and focused on student achievement
- Lead student learning and instructional practice by being in classrooms daily
- Lead prevention and intervention strategies designed to support learning challenges for all students
- Ensure that teachers have the appropriate tools, materials and resources to implement high quality instruction
- Coordinate and implement teach tanks in core subject areas, schedule and coordinate visits to teach tanks
- Recognize and encourage implementation of good instructional practices that motivate and increase student achievement
- Understand the change process and have the leadership and facilitation skills to manage it effectively
- Understand how adults learn and know how to advance meaningful change through quality sustained professional development that benefits students
- Use and organize time in innovative ways to meet the goals and objectives of school improvement
- Continually learn and seek out colleagues who keep them abreast of new research and proven practices
- Make parents partners in their student's education and create a structure for parent and educator collaboration
- Acquire and use resources wisely
- Ensure that the physical environment is organized for learning, reflects high standards of cleanliness, and is in excellent repair
- Other duties as assigned

Salary & Benefits:

Compensation is highly competitive and commensurate with demonstrated skills and work experience. Opportunities to stay in STRS and PERS are available for candidates, depending on experience.

**FILING DEADLINE:
SEPTEMBER 28, 2009 OR UNTIL FILLED**

Please submit ONLY the following:

A resume, a letter of interest, a copy of your administrative services credential, and 3 letters of recommendation via email to:

Stephen Cockrell
Stephen.Cockrell@partnershipla.org
The Partnership for Los Angeles Schools
1541 Wilshire Boulevard, Suite 200
Los Angeles, CA 90017

Please no phone calls, faxes, USPS, or personal deliveries.

Check the District Website for more detailed requirements for this position and employment updates at http://certificated.lausd.k12.ca.us/admin_vacancies