**Instructional Specialist for Science, Health and Physical Education**

**Reports to:** Director for Curriculum and Instruction  
**Supervises:** None  
**Term of Employment:** 12 months  
**Salary:** Teacher Salary Scale  
**FLSA Exempt/Non-Exempt:** Exempt  

**Qualifications:**  
- North Carolina Teacher Licensure  
- At Least 5 Successful Years of Classroom Teaching Experience  
- Master’s Degree in Education-Related Field Preferred  
- Knowledge of K-12 Science, Physical Education and Health Curriculum

**Essential Job Functions:**  
- Assists in the disaggregation and interpretation of testing data for administrators and teachers  
- Serves as a resource in the selection of research-based instructional materials  
- Assists in the development and delivery of professional development to support the implementation of the curriculum and research-based best practices with instructional strategies  
- Collaborates with other departments to determine ways to support the needs of teachers and students  
- Participates in K-12 curriculum development and stays abreast of the research regarding latest trends in curriculum, instruction and assessment  
- Participates as a contributing member of the Instructional Design and Innovation team  
- Aligns curriculum, instructional practice and assessments and creates resources to enhance implementation of these practices  
- Creates interim assessments aligned with the NCSCS and the MCS pacing guides, task analyses  
- Models lessons for teachers using instructional best practices  
- Coordinates budget to support Instructional Design and Innovation  
- Supports STEM grant initiatives  
- Supports digital learning integration into the Science, Physical Education and Health content areas  
- Designs and regularly updates the web page(s) supporting the content area(s) of focus  
- Completes paperwork in a timely manner and meets deadlines associated with required reports  
- Perform other duties and responsibilities as assigned by supervisor
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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations