



Instructional Specialist Job Description

Reports To

Instructional Specialists directly report to the Director of Educational Services.

Job Overview

An ARK Instructional Specialist is a trained instructional professional who instructs atypical learners using ARK-based strategies, current research, and best practices to help individuals succeed in their academic or workplace setting. ARK provides training in ARK-specific teaching and learning strategies. Instructional Specialists use the data and analysis from an ARK Screening, Educational Evaluation, and/or an evaluation from other medical/psychological specialists to determine the goals that would be most beneficial for the individual. Throughout instruction, the Instructional Specialist works closely with the individual and their family to develop skills and strategies. Additional collaboration between teachers and supervisors often occurs to better implement skills and strategies in the classroom or workplace.

Responsibilities and Duties

- Study for and pass the Knowledge and Practice Examination for Effective Reading Instruction (KPEERI).
- Set goals and objectives based on the client's educational evaluation or screening to accomplish over a specific instructional period.
- Determine, use, and document the appropriate progress monitoring tools that align with the current goals and objectives.
- Plan an instructional hour (50 minutes) to include 3-4 different activities that relate directly to the goals and objectives
- Document the development of skills and introduction of strategies during the lessons.
- Monitor the progress of goals and objectives using ARK approved progress monitoring tools.
- Write a Summary of Instruction, summarizing the progress made after a specific number of lessons.

Salary

- .5 FTE Base Salary \$22,500
- Increased salary opportunities are available with advanced degrees or professional experience.

Qualifications

Education and Experience:

- College degree – BS or BA (degree in Education preferred)
- Teaching experience, either in a classroom setting or in a one-to-one environment
- Experiences working with individuals with learning differences is not required but can be helpful.

Skills needed for the job:

- Basic computer skills – Excel, Word, PowerPoint, Zoom, Adobe, Dropbox, Internet
- Effective oral and written language skills
- Good analytical skills
- Ability to dress, speak, and act in a professional manner
- Open to suggestions and willing to make changes
- Work flexible hours based on client availability
- Collegiality with ARK instructors and leadership
- Quickly establish rapport with clients of all ages, 6 years old to adult
- Able to quickly change mindset or "think on your feet"