

Instructional Specialist Description

Yancy Life Instructional Specialists will take an active part in developing each student's academic abilities. Instructional Specialists will provide academic tutorials and academic support to students of all academic levels. These tutorials may be within small group, in-class (push-in), in-home, or individualized instruction. Yancy Life Instructional Specialists will support the schools instructional program with the flexibility to adapt teaching methods and motivational strategies to fit individual students as well as campus needs.

85% of the Yancy Life staff is degreed. Yancy Life conducts a nation wide background check for each instructor employed by the organization. All instructional staff must qualify in one or more of the following areas:

- o Bachelors or Master's Degree in the related field of study.
- o 72 college hours in related field of study.
- o A formal assessment of knowledge of, and ability to instruct reading readiness, writing readiness, and mathematics readiness.

The Instructional Specialist will have student caseloads of students to monitor and track (model very similar to what is used with Special Education students).

Summary of essential job functions:

- Tutor in Math, Science, Reading, or Writing.
- Tutor must provide tutorials to 1-8 students per session.
- Tutor must group students based on guidelines defined by campus or Yancy Life.
- Tutor must make sure identified students are coming to tutorial sessions.
- Tutor must be engaged with students throughout the entire tutorial session.
- Tutor must keep accurate daily attendance of students being tutored.
- Tutor must maintain an accurate log of student progress and development.
- Tutor must review testing data to support instructional content being delivered.
- Tutor must prepare materials and/or mini-lessons to be delivered to students based on needs identified by assessments or campus staff.