

**Board Submission Form  
Bloomfield School District**

Item Title: Creation of Instructional Resource Specialist (IRS) position at BHS Meeting Date: 4/20/22

Action Requested By: C. Burkholder Presented By: C. Burkholder

Action Requested: See item title

Item Summary: to support continuous instructional improvement and support and facilitate the professional growth of BHS teachers and improve student learning

Brief History (if applicable): \_\_\_\_\_

Answer the following:

Request: creation of IRS position at BHS

Benefit or Impact to the District: improve instruction and student learning

Reason for Request: see above

Cost: \$70,000 - Lvl III What Budget: \_\_\_\_\_

Mandate: \_\_\_\_\_ Yes  No

Budget OR Grant: Budget: \_\_\_\_\_ Grant: \_\_\_\_\_

Summary By/Title: \_\_\_\_\_

Attachments: IRS job description



Route for Staff Review:	Reviewed By:	Comments:
Not Applicable	_____	_____
Finance	_____	_____
Purchasing	_____	_____
Human Resources	_____	_____
_____	_____	_____
_____	_____	_____

## **Bloomfield Schools**

### **Job Description**

**Position: Instructional Resource Specialist (IRS)**

**Location: Bloomfield High School**

**Supervisor: Principal**

**Exempt**

#### **General Job Description:**

Under the general supervision of the site principal, the IRS focuses on student achievement and instructional support for the core subject areas (Math, ELA, Science, Social Studies) as indicated in the BHS 90 Day Plan. The IRS will assist in non-formal evaluative classroom observations and feedback sessions to develop and improve classroom instructional practices. The IRS will collaborate with and support teachers in regards to data driven instructional practices that support individualized student needs and lead to improved academic performance. Collaboration and instructional support will be provided through professional development and data support.

**Work Schedule: 185 Day Contract**

#### **Qualifications:**

1. Bachelor's Degree in Education (or related field) with proven abilities in Data Driven Instruction (Master's Degree preferred).
2. Valid Level 3 New Mexico Teaching License. Valid Administrative License Preferred.

**Physical Requirements: sitting, standing, lifting, carrying (up to 50 lbs.), reaching, squatting and kneeling.**

#### **Performance Responsibilities:**

In addition to other duties assigned by the principal, the IRS shall:

1. Model and support effective instructional strategies.
2. Complete regular walkthrough and feedback sessions to support instruction.
3. Coach teachers from a growth mindset point of view to support the development of level D3 & D4 teachers.
4. Provide professional development as assigned and as needed for instructional improvement.
5. Gather and interpret data to support and improve instruction.
6. Provide Teacher Action Plan support and follow up through classroom walkthroughs and feedback sessions.
7. Computer skills to support CFAs and CIAs (Edulastic).
8. Serve on and provide support for the 90 Day Plan Core Team.
9. Support the development of curriculum and effective lesson plans.
10. Participate in and support PLCs.
11. Assist and support teachers in their advancement to Level 2 and Level 3 in the NMPED tiered licensure system.