

**INSTRUCTIONAL SPECIALIST/BILINGUAL RESOURCE TEACHER, TITLE VII**

Primary Function: To assist the Bilingual Title VII Director and site staffs in the implementation, maintenance and evaluation of the Title VII project.

Directly Responsible To: Director of Title VII and Assistant Superintendent

The duties of the instructional specialist/Title VII Resource Teacher shall include, but not be limited to, the following::

1. Assist the Title VII Director in developing and implementing staff development programs in the area of bilingual education as outlined in the Title VII grant.
2. Assist the director in implementing, maintaining and evaluating the Title VII project out of three sites.
3. Assist the Title VII site staffs in implementing project goals (inservice, parent education, etc.)
4. Assist in the overall education of the bilingual Title VII participants.
5. Assist in the preparation of reports required by the federal government.
6. Assist the Title VII Director in maintaining articulation, and coordination of programs offerings, grades 7-12.
7. Assist in promoting and publicizing the Title VII bilingual program with staff and community.
8. Perform other related duties in the area of Title VII as may be assigned by the Title VII Director of Assistant Superintendent.