

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Talent Development Specialist

**Supervisor:** Director of Elementary  
Education

**FLSA Status:** Exempt                      **Employee Group:** Certified

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#### Qualifications:

1. Valid Illinois Professional Educator License
2. At least five years successful teaching experience at the elementary level.
3. Knowledge in various teaching strategies and techniques to support students.

#### Terms of Employment:

- Nine (9) month teacher contract unless otherwise specified

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Consults with principals, teachers, PDS, and the Director of Elementary Education on a regular basis to develop and oversee appropriate academic programs to enhance critical thinking skills for students in grades K-3.
2. Plan and implement units of instruction for students that are aligned to 21st century learning skills.
3. Model/facilitate enrichment lessons in each K-3 classroom to support students' reasoning and critical thinking skills on a biweekly basis.
4. Create lesson framework for teachers to integrate into curriculum
5. Support teachers across multiple disciplines to promote the integration of the modeled skills as well as 21st century skills which include creativity, communication, collaboration, critical thinking while promoting student engagement, personalized learning, and academic rigor.
6. Consult with teachers regarding appropriate enrichment activities to be carried out during student intervention time for Advanced Learners.
7. Observe and provide feedback within the classroom as requested.
8. Work with the Director of Elementary Education, Building Principals, and Professional Development Specialists to determine professional development needs within the building.
9. Coordinate and assist the screening process and identification of advanced learners eligible for the Advanced Learner Program at each elementary school.

10. Provide professional development and support for teachers on instructional strategies for Advanced Learners students.
11. Work with staff and building administrators to enhance vertical articulation, continuity, and effectiveness of enrichment instruction for Advanced Learners.
12. Attend trainings as required related to the job assignment.
13. Compile reports as needed.
14. Keep current with best practices and requirements as they relate to your job assignment.
15. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.