

## Job Duties of Instructional Specialists are Vital in Leading to Up-gradation of overall System of Education

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### **ABSTRACT:**

The main objective of this research paper is to acquire an efficient understanding of the factor that in educational institutions of all levels, instructional specialists are to play an important role. They are putting into operation their job duties of imparting information among students in terms of academic subjects and lesson plans. Furthermore, they are required to promote their effective growth and development. Furthermore, they are leading to up-gradation of various types of teaching-learning methods, teaching-learning materials and instructional strategies. These need to be put into operation in a well-ordered and satisfactory manner in order to generate desired outcomes. Furthermore, educators need to augment their information and understanding in terms of various types of modern, scientific and innovative methods and materials. The possession of information in terms of these is necessary in order to carry out their job duties and responsibilities in a satisfactory manner. As a consequence, of doing well in one's jobs, one will achieve educational goals and render an important contribution in promoting enhancement of overall system of education. Hence, it is well-understood, instructional specialists are contributing efficiently in promoting student learning. Furthermore, they are contributing in leading to up-gradation of different types of skills and abilities. Therefore, it is well-understood, job duties of instructional specialists are vital in leading to up-gradation of overall system of education. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of instructional specialists, measures to be implemented in leading to up-gradation of job duties of instructional specialists and qualities to be inculcated among instructional specialists in implementing their job duties in a well-ordered manner.

**Keywords:** *Education, Educational Institutions, Instructional Specialists, Job Duties, Methodologies, Procedures, Up-gradation, Well-ordered Manner*

### **INTRODUCTION:**

In educational institutions of all levels, the educators are required to be well-equipped in terms of various types of job duties and responsibilities. In order to carry out their job duties and responsibilities in a well-organized and satisfactory manner, the educators need to augment their information in terms of different types of methodologies and procedures. These are referred to the ways of carrying out all types of job duties and responsibilities in an appropriate manner. The primary goal of all the educators is to impart information among students in terms of academic subjects and lesson plans. Hence, they need to be well-informed in terms of instructional strategies (Taylor, & Tyler, 2012). The instructional strategies are regarded as the key in imparting information in terms of different types of academic subjects and lesson plans in a satisfactory manner. The educators, throughout the implementation of job duties are required to augment information in terms of different types of instructional strategies in an appropriate manner. Therefore, the possession of satisfactory information in terms of

instructional strategies is facilitating in making the educators instructional specialists.

In educational institutions of all levels, the educators are making use of various types of teaching materials in imparting information in terms of various types of academic subjects and lesson plans. The different types of teaching materials are, books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The internet is regarded as one of the prominent sources that is utilized to augment information in terms of various types of subjects and concepts. Hence, the different types of teaching materials are utilized to augment information in terms of various types of lesson plans. Furthermore, the educators are required to be well-informed in terms of the factor that the teaching materials are to be utilized in promoting student learning in an efficacious manner. The educators read from various types of reading materials in imparting information among students (Teacher Professionalism, 2012). In some cases, through reading, they are augmenting their explanation and are promoting student learning.

Therefore, the educators are required to lead to up-gradation of knowledge and information in terms of various types of subjects and concepts.

### **Understanding the Meaning and Significance of Instructional Specialists:**

After the educators have imparted information to the students in terms of various types of academic subjects and lesson plans, they encourage their participation in various types of academic activities. In order to lead to up-gradation of their careers, the students need to ensure, they are carrying out their job duties and responsibilities in accordance to the expectations of individuals in leadership positions. In order to be successful, the students need to form cordial and amiable terms and relationships with their educators. These are regarded as vital in doing well in their job duties and generating desired outcomes. Furthermore, the students are being well-prepared in putting in their best abilities in achievement of all types of educational goals. In this manner, the students are contributing efficiently in leading to up-gradation of overall system of education. Hence, the students are to focus on their studies and reinforce the traits of thoroughness and precision. Therefore, individuals are able to acquire an efficient understanding of the meaning and significance of instructional specialists, when the participation of students is encouraged in different types of academic activities.

The students are different from each other in terms of their learning abilities. Some students are able to acquire an efficient understanding of academic subjects and lesson plans in a satisfactory manner in just one class session, whereas, in other cases, they experience problems in understanding even simple lesson plans. The students in some cases get overwhelmed by different types of setbacks. Hence, the learning abilities of students need to be taken into account by the educators, when they are to carry out different types of job duties and responsibilities. The learning abilities of students are undergoing transformations in terms of various factors. Hence, the students need to ensure, they are not overwhelmed by the feelings of apprehensiveness and vulnerability. These are essential in leading to up-gradation of confidence levels. The educators put in efforts to their best abilities in carrying out their job duties and responsibilities in a well-organized and satisfactory manner. Therefore, one is able to acquire an understanding of the meaning and significance of instructional specialists, when learning abilities of students are assessed by educators. Throughout the jobs of the educators, they are required to augment information in terms of essential factors. The educators are required to augment information in terms of various types of factors when they are focused on promoting student learning and leading to up-gradation of overall system of education. The different types of factors are, implementing effective communication

processes; making wise and productive decisions in terms of various aspects; honing analytical and critical-thinking skills; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; taking out time for all types of tasks and activities; depicting the traits of helpfulness and co-operation; reinforcing the traits of productivity, trustworthiness and goodness; coping with various types of dilemmas and challenging situations in a satisfactory manner; leading to up-gradation of teaching-learning methods and materials; promoting enhancement of instructional strategies and carrying out all types of job duties and responsibilities in a satisfactory manner. Furthermore, these need to be put into operation in a well-ordered and methodical manner. Therefore, an understanding of the meaning and significance of instructional specialists is acquired, when information is generated regarding essential factors.

### **Measures to be implemented in leading to Up-gradation of Job Duties of Instructional Specialists:**

The individuals, belonging to all job positions in educational institutions of all levels have different types of job duties to be put into operation in a satisfactory manner. The educators are required to put into practice different types of tasks and activities in a well-organized manner. The primary job duties are, promoting student learning and leading to their effective growth and development (Subject Knowledge: Leading Teaching, n.d.). In order to carry out these job duties, there are various types of activities that are put into operation. The educators throughout the implementation of their job duties and responsibilities are required to augment their information in terms of various types of methodologies and procedures.

Furthermore, they are required to ensure, the positivity is reinforced in all types of job duties and methodologies. The educators are instructional specialists. They need to augment information in terms of different types of measures to be implemented in leading to up-gradation of job duties of instructional specialists. The different types of measures need to be put into operation in a well-organized and satisfactory manner. In other words, positivity needs to be reinforced in all types of measures. Therefore, measures to be implemented in leading to up-gradation of job duties of instructional specialists are stated as follows:

### **Reading from Reading Materials:**

In educational institutions of all levels, the educators are making use of various types of teaching methods in imparting information in terms of various types of academic subjects and lesson plans. The reading from various types of reading materials is regarded as vital. The educators read or they make students read. The

reading is regarded as one of the major aspects that is facilitating in acquiring an efficient understanding of lesson plans. The different types of teaching materials that are utilized are, books, articles, reports, projects, newspapers, magazines, and other reading materials. Hence, the different types of teaching materials are utilized to augment information in terms of various types of lesson plans.

Furthermore, the educators are required to be well-informed in terms of the factor that the teaching materials are to be utilized in promoting student learning in an efficacious manner. The educators read from various types of reading materials in imparting information among students. In some cases, through reading, they are augmenting their explanation and are promoting student learning. In some cases, within classroom settings, the educators make students read. In this manner, the students are able to lead to up-gradation of reading skills as well. Therefore, reading from reading materials is regarded as one of the indispensable measures to be implemented in leading to up-gradation of job duties of instructional specialists.

### **Providing Written Explanations:**

The educators make provision of written explanations to the students in terms of various types of academic subjects and lesson plans. These are made on boards with markers. The educators are explaining the concepts verbally as well as through utilizing boards and markers. Hence, in this manner, both verbal and written explanation is put into operation simultaneously. The students are different from each other in terms of their learning abilities. Some of the students are able to acquire an efficient understanding of even complicated academic subjects and lesson plans in just one attempt, whereas, others experience problems in understanding even simple lesson plans. Hence, they are overwhelmed by various types of setbacks. When written explanations are provided, the students are normally encouraged to take down notes.

The educators are well-prepared in terms of various factors, which would be facilitating in promoting student learning in an adequate manner. The educators make sure that when they are working diligently and conscientiously in imparting information in terms of academic subjects and lesson plans, the students are able to understand it in an appropriate manner. Hence, the instructional strategy of providing written explanation is approving on a comprehensive basis. Therefore, providing written explanations is one of the significant measures to be implemented in leading to up-gradation of job duties of instructional specialists.

### **Encouraging Question and Answer Sessions:**

After the educators have imparted information in terms of various types of academic subjects and lesson plans, they are encouraging question and answer sessions. The students are provided with the opportunities to put

forward their questions. The questions are open-ended and close-ended. The open-ended questions require elaborative answers, whereas, close-ended questions require one word answers. Hence, question and answer sessions need to be encouraged within the classroom settings on regular basis. When questions are put forward by students, the answers are provided by educators as well as classmates. In this manner, students are not only acquiring an efficient understanding of academic subjects and lesson plans, but also in developing mutual understanding with others.

The question and answer sessions are organized briefly or in one or two class sessions. Hence, the educators are organizing question and answer sessions in an appropriate manner. The students need to participate in these in an effective manner. Furthermore, the students need to put emphasis on leading to up-gradation of confidence and motivation levels. As a consequence, one will contribute in an efficacious manner in generating desired outcomes. Therefore, encouraging question and answer sessions is an expedient measure to be implemented in leading to up-gradation of job duties of instructional specialists.

### **Making use of Power Points:**

The educators are making use of Power Points in imparting information in terms of various types of academic subjects and lesson plans. The Power Points should not contain much information. In other words, they should be understandable to the students. The educators prepare Power Points in terms of different types of concepts, hence, the educators are required to be well-informed in terms of technical skills. These are the skills, which are facilitating in augmenting information in terms of Power Points in a satisfactory manner. The educators impart information in terms of meaning and significance of Power Points to the students. The students need to ensure, they augment their knowledge and understanding in an appropriate manner in terms of various types of academic subjects and concepts.

The students are required to give presentations as assessment strategies. It is apparently understood that honing technical skills will be facilitating in honing presentation skills. Furthermore, the students need to overcome all types of setbacks. In addition, they need to hone confidence levels and overcome the feelings of apprehensiveness and vulnerability. As a consequence, they will contribute efficiently in meeting the expectations of educators. Therefore, making use of power points is a renowned measure to be implemented in leading to up-gradation of job duties of instructional specialists.

### **Dictating Notes:**

The educators are imparting information in terms of various types of academic subjects and lesson plans by dictating notes. In some cases, the lesson plans are

complicated. The students are unable to acquire an efficient understanding of academic subjects and lesson plans, as the information written in the text-books is difficult to understand. Hence, the instructional strategy of dictating notes is efficacious to the students on a comprehensive basis. They are able to acquire an efficient understanding in terms of various types of academic subjects and concepts.

The students need to inculcate the traits of morality, ethics, diligence and conscientiousness. In order to learn from notes, the students need to hone memorization skills. These are the skills, which are facilitating in carrying out different types of job duties and responsibilities in a satisfactory manner. Furthermore, the students need to put emphasis on leading to up-gradation of confidence and motivation levels. As a consequence, one will contribute in an efficacious manner in doing well in one's job duties and generating desired outcomes. In this manner, they are contributing efficiently in meeting the expectations of educators. Therefore, dictating notes is a vital measure to be implemented in leading to up-gradation of job duties of instructional specialists.

#### **Implementing Assessment Strategies:**

After the educators have imparted information to the students in terms of various types of academic subjects and lesson plans, they encourage their participation in various types of assessment strategies, i.e. class assignments, homework assignments, tests, exams, competitions, quizzes, presentations, debates, group discussions, role plays, and so forth. The students participate in these on an individual basis or in teams comprising of two or more students. The different types of assessment strategies are put into operation in a well-ordered and satisfactory manner. The students need to ensure, they augment their knowledge and understanding in an appropriate manner in terms of various types of academic subjects and concepts. This is regarded as the key in carrying out their job duties and responsibilities in an adequate manner.

The students need to develop mutual understanding with their educators. These are regarded as vital in generating desired outcomes. Furthermore, the students will render an important contribution in meeting the expectations of educators. In addition, one will be able to contribute efficiently in doing well in one's job duties and generating desired outcomes. Hence, in this manner, students will be able to render an important contribution in promoting well-being and goodwill of others. Therefore, implementing assessment strategies is a crucial measure to be implemented in leading to up-gradation of job duties of instructional specialists.

#### **Encouraging participation of Students in various Academic Activities:**

After the educators have imparted information to the students in terms of various types of academic subjects

and lesson plans, they encourage their participation in various types of academic activities. The different types of academic activities are, assignments, projects, reports, competitions, quizzes, presentations, debates, group discussions, role plays, and so forth. The students participate in these on an individual basis or in teams comprising of two or more students. In order to lead to up-gradation of their career prospects, the students need to ensure, they are carrying out their job duties and responsibilities in accordance to the expectations of individuals in leadership positions.

The students need to form cordial and amiable terms and relationships with their educators. These are regarded as vital in doing well in their job duties and generating desired outcomes. Furthermore, the students are being well-prepared in putting in their best abilities in achievement of all types of educational goals. In this manner, the students are contributing efficiently in leading to up-gradation of overall system of education. Hence, the students are to focus on their studies and reinforce the traits of conscientiousness and meticulousness. Therefore, encouraging participation of students in various academic activities is a notable measure to be implemented in leading to up-gradation of job duties of instructional specialists.

#### **Promoting Teamwork among Students:**

The educators give assignments and projects to students, which they are required to carry out in teams, comprising of two or more students. Hence, educators are rendering an important contribution in promoting teamwork among students. The teamwork has been advantageous on a comprehensive basis. The different types of advantages are, generating information in terms of various types of cultures; leading to an increase in motivation and concentration levels towards different types of job duties and responsibilities; alleviating work pressure, as job duties get divided among members; coping with various types of dilemmas and challenging situations in an adequate manner; obtaining counselling and guidance services from other team members; reinforcing the traits of efficiency, honesty and truthfulness; honing analytical and critical-thinking skills; taking out sufficient amount of time for all types of job duties and responsibilities; obtaining guidance and suggestions from team leaders and overcoming the feelings of apprehensiveness and vulnerability.

It is understood on a comprehensive basis that promoting teamwork has been advantageous to the students. In this manner, students will be being well-prepared in putting in their best abilities in achievement of different types of educational goals. In this manner, the students are contributing professionally in leading to up-gradation of overall system of education. Hence, the students are to focus on their studies and reinforce the traits of conscientiousness and meticulousness. Therefore, promoting teamwork among students is a noteworthy

measure to be implemented in leading to up-gradation of job duties of instructional specialists.

### **Allowing Students to share their Experiences:**

In educational institutions of all levels, the students, belonging to all grade levels are allowed to share their experiences. The students have all types of experiences, both positive and negative. Within the course of imparting information in terms of various types of academic subjects and lesson plans, the educators allow the students to share their experiences. The sharing of experiences will be approving in augmenting their information in terms of various types of academic subjects and lesson plans. The educators are required to make sure, they are combining the experiences and lesson plans in promoting student learning in an efficacious manner.

When students are enrolled in home science class, they are allowed to share their learning experiences. The students may be cooking some or the other types of food items within their homes (The Role of Research in Teacher Education, 2014). Hence, they share with the educators and other students their learning experiences. In this manner, students will contribute efficiently in acquiring an efficient understanding of various types of academic subjects and lesson plans. The main reason being, they are already experienced, so they will be able to understand various factors in an efficient manner. The learning experience is the key in doing well in one's tasks and activities and generating desired outcomes. Therefore, allowing students to share their experiences is a favourable measure to be implemented in leading to up-gradation of job duties of instructional specialists.

### **Honing Leadership Skills among Students:**

In educational institutions of all levels, the honing of leadership skills is regarded as vital. The up-gradation of leadership skills opens the room towards not only augmenting competencies and abilities, but also in enhancing their career prospects. The educators are putting into operation various strategies, which are necessary in leading to up-gradation of leadership skills among students. The different strategies are, giving them the tasks of monitoring and supervision; they impart information among classmates regarding academic subjects and lesson plans; they maintain discipline within classroom settings; maintain the infrastructure, amenities and facilities within classroom settings; depict the traits of helpfulness and co-operation; reinforce the traits of efficiency, honesty and truthfulness; take out sufficient amount of time for all tasks and activities; carry out all types of job duties and responsibilities in a satisfactory manner and form cordial and amiable terms and relationships with other individuals.

It is well-understood among students, belonging to all grade levels that honing leadership skills has been advantageous to the students. In this manner, students

are being well-prepared in putting in their best abilities in achievement of different types of educational goals. In this manner, the students are contributing professionally in leading to up-gradation of overall system of education. Hence, the students are to put emphasis on augmenting different types of competencies and abilities in an efficient manner. Therefore, honing leadership skills among students is an advantageous measure to be implemented in leading to up-gradation of job duties of instructional specialists.

### **Qualities to be inculcated among Instructional Specialists in implementing their Job Duties in a Well-ordered Manner:**

The job duties and responsibilities of instructional specialists are meaningful in educational institutions of all levels. It is understood on a comprehensive basis that they aspire to carry out their tasks and activities in an efficient manner. In other words, they aspire to be successful in putting into operation various types of job duties and responsibilities (The Essential Guide to Teacher Student Ratio in India, 2017). Hence, in order to be successful, the instructional specialists are required to inculcate the qualities, which necessary in putting into operation various types of job duties in a well-ordered manner. Therefore, qualities to be inculcated among instructional specialists in implementing their job duties in a well-ordered manner are, understanding learning abilities of students; understanding academic needs and requirements of students; leading to up-gradation of motivation and concentration levels; overcoming setbacks and generating information regarding various factors. These are stated as follows:

### **Understanding Learning Abilities of Students:**

The students are different from each other in terms of their learning abilities. Some students are able to acquire an efficient understanding of academic subjects and lesson plans in a satisfactory manner in just one class session, whereas, in other cases, they experience problems in understanding even simple lesson plans. Hence, the learning abilities of students need to be taken into account by the educators, when they are to carry out different types of job duties and responsibilities. The learning abilities of students are undergoing transformations in terms of various factors. Hence, the students need to ensure, they are not overwhelmed by the feelings of apprehensiveness and vulnerability. These are essential in leading to up-gradation of confidence levels. The educators put in efforts to their best abilities in carrying out their job duties and responsibilities in a well-ordered and satisfactory manner. Therefore, understanding learning abilities of students is regarded as one of the indispensable qualities to be inculcated among instructional specialists in implementing their job duties in a well-ordered manner.

### **Understanding Academic Needs and Requirements of Students:**

The educators need to acquire an efficient understanding of academic needs and requirements of students. The academic needs and requirements of students are normally common. They all aspire to acquire an efficient understanding of academic subjects and lesson plans. Furthermore, they aspire to achieve good grades. In addition, honing skills and abilities and meeting the expectations of educators are regarded as vital academic needs and requirements of students, belonging to all grade levels. Hence, the educators throughout the implementation of tasks and activities need to acquire an understanding of academic needs and requirements of students. Furthermore, the educators are required to augment their competencies and abilities in a satisfactory manner. In addition, educators will be able to not only impart information in terms of academic subjects, but also promote well-being and goodwill of students. Therefore, understanding academic needs and requirements of students is one of the significant qualities to be inculcated among instructional specialists in implementing their job duties in a well-ordered manner.

### **Leading to Up-gradation of Motivation and Concentration Levels:**

The educators are required to lead to up-gradation of motivation and concentration levels. As a consequence, their mind-sets will be stimulated and they will put in efforts to their best abilities in carrying out their job duties and responsibilities in a satisfactory manner. The up-gradation of motivation and concentration levels will be facilitating in forming positive viewpoints in terms of various factors and individuals, whom one is working and dealing with. Furthermore, they will contribute efficiently in doing well in their job duties and generating desired outcomes. In addition, the educators will render an important contribution in achieving desired goals and leading to up-gradation of overall system of education. As a consequence, educators will be able to contribute proficiently in doing well in one's job duties and generating desired outcomes. Hence, in this manner, educators will be able to render an important contribution in promoting well-being and goodwill of community members. Therefore, leading to up-gradation of motivation and concentration levels is an expedient quality to be inculcated among instructional specialists in implementing their job duties in a well-ordered manner.

### **Overcoming Setbacks:**

Within the course of putting into operation, various types of job duties and responsibilities, the educators get overwhelmed by setbacks in terms of various factors. These are, methodologies, procedures,

techniques, work pressure, lack of implementation of time-management skills, unawareness in terms of various factors, lack of analytical, critical-thinking and problem-solving skills, scarcity of financial, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The influence of all these setbacks is experienced by the educators in a major or minor form. Hence, the educators are required to be well-informed in terms of ways to carry out their job duties and responsibilities in a satisfactory manner. Furthermore, they are required to augment their competencies and abilities in an appropriate manner. In addition, educators will not only impart information in terms of academic subjects to the students, but also lead to up-gradation of overall system of education. As a consequence, there will not be occurrences of any types of impediments within the course of generation of desired outcomes. Therefore, overcoming setbacks is an eminent quality to be inculcated among instructional specialists in implementing their job duties in a well-ordered manner.

### **Generating Information regarding various Factors:**

The educators are required to augment information in terms of various factors throughout the implementation of their job duties and responsibilities. The different types of factors are, implementing effective communication processes; making wise and productive decisions in terms of various aspects; honing analytical and critical-thinking skills; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; taking out time for all tasks and activities; depicting the traits of helpfulness and co-operation; reinforcing the traits of efficiency, honesty and truthfulness; coping with various types of dilemmas and challenging situations in a satisfactory manner; leading to up-gradation of teaching-learning methods and materials; promoting enhancement of instructional strategies and carrying out all types of tasks and activities in a well-ordered manner. Throughout the jobs of the educators, they are required to augment information in terms of all these factors. Furthermore, these need to be put into operation in a well-organized and disciplined manner. Therefore, generating information regarding various factors is a renowned quality to be inculcated among instructional specialists in implementing their job duties in a well-ordered manner.

### **CONCLUSION:**

Instructional specialists are utilizing instruction in promoting student learning. Measures to be implemented in leading to up-gradation of job duties of instructional specialists are, reading from reading materials, providing written explanations, encouraging question and answer sessions, making use of Power Points, dictating notes, implementing assessment

strategies, encouraging participation of students in various academic activities, promoting teamwork among students, allowing students to share their experiences and honing leadership skills among students. Qualities to be inculcated among instructional specialists in implementing their job duties in a well-ordered manner are, understanding learning abilities of students; understanding academic needs and requirements of students; leading to up-gradation of motivation and concentration levels; overcoming setbacks and generating information regarding various factors. Finally, it can be stated, instructional specialists are to carry out job duties of promoting student learning by providing adequate instruction.

<https://www.thersa.org/globalassets/pdfs/reports/bera-rsa-interim-report.pdf>

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