



RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

**TITLE: INSTRUCTIONAL SERVICES SPECIALIST- RESEARCH,
ASSESSMENT AND EVALUATION**

WORK YEAR: 205 Work Days

REPORTS TO: Director of Research, Assessment and Evaluation

BASIC FUNCTION:

Under the direction of the Director of Research, Assessment and Evaluation, perform as a specialist assisting in the development and implementation of Illuminate and district data resources for curriculum enhancement; plan and coordinate staff development related to using a cycle of inquiry and research-based best assessment practices; provide direct support to district and school site staffs; manage and participate in other activities related to implementing data inquiry towards improving the academic success of students.

REPRESENTATIVE DUTIES:

- Perform duties to support board, district, division and department goals, especially improved staff learning and engagement with formative assessment tools. Actively participate in the District Leadership Team.
- Work with department, principals and other instructional management personnel to implement the RUSD Guide for Instructional Directions; integrate data tools for a consistent, cohesive and carefully articulated cycle of inquiry program across all sites and levels.
- Serve as a resource person to schools to facilitate the shared leadership system in the use of a cycle of inquiry. Use data programs and Illuminate to assess needs and to inform staff of changes to resources and learning tasks to meet student needs.
- Organize and lead teacher groups in understanding, accessing and developing assessment data tools, reports and reviews.
- Assist with the development of new projects to enhance the instructional program.
- Design, provide, and/or coordinate professional development in assigned area(s) of responsibility.
- Manage programs and/or special events as assigned.

- Prepare and deliver oral presentations and reports to principals, parent groups, and the Board.
- Assist with the preparation of required reports, both written and oral. Monitor budgets related to assigned areas of responsibility.
- Represent the District and Instructional Support at County and State levels, as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to teaching experience of three years or more and Master's degree desired. CLAD or willingness / progress upon hire to complete it.

LICENSES AND OTHER REQUIREMENTS:

Authorized California Teaching Credential with English Learners Authorization
 Demonstrated leadership and resource abilities.
 Administrative Credential preferred

PHYSICAL:

Ability to push, pull, and transport instructional and/or presentation materials.
 Ability to communicate so others will be able to clearly understand a normal conversation.
 Ability to understand speech at normal levels.
 Ability to bend, twist, stoop and reach.
 Ability to drive a personal vehicle to conduct business.

MENTAL:

Ability to organize and coordinate schedules
 Ability to analyze and interpret data Problem solving
 Ability to communicate with the public
 Ability to read, analyze and interpret printed matter and computer screens
 Ability to create written communication so others will be able to clearly understand the written communication
 Ability to communicate so others will be able to clearly understand a normal conversation.
 Ability to understand speech at normal levels.

ENVIRONMENT:

Indoor – frequently
 Outdoor – occasionally
 Ability to work at a desk and in meetings of various configurations.