



RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

TITLE: INSTRUCTIONAL SERVICES SPECIALIST (ISS),
7-12 CAREER AND COLLEGE READINESS

WORK YEAR: 205 Work Days

REPORT TO: Director of Secondary Education

BASIC FUNCTION:

Under the direction of the Director of Secondary Education, the Instructional Services Specialist will provide leadership in the area of Career and College Readiness. The ISS will maintain current records for CSU/UC A-G courses, NCAA courses and dual enrollment. The ISS will maintain and update the district course catalog 7-12. Additionally, the ISS will organize College and Career Workshops including FAFSA and college fairs. The ISS will be the C&I liaison to the record's department on academic transcripts

REPRESENTATIVE DUTIES:

- Maintain and update A-G and NCAA course records.
- Maintain and update the district course catalog 7-12.
- Serve as a liaison with Pupil Services in the area of academic transcript evaluation.
- Support the Credit recovery and Alternative Education online course offerings and implementation.
- Serve a liaison with Tech Services and College and Career Index data in our student information system to ensure accurate reporting.
- Maintain accurate course data and records in our Student information system.
- Serve as a liaison between RUSD and higher education.
- Coordinate and increase college and career partnerships in our community.
- Assist in the coordination, implementation, and monitoring of the District's Dual Enrollment Program.
- Contribute to improved student achievement by implementing research and standards-based planning, instruction, assessment, and technology.
- Manage programs and/or special events as assigned, such as student events in areas of college and career readiness and career fairs.
- Contribute to providing support for student learning and achievement as a member of support and accountability teams and other assignments.
- Prepare and deliver written and oral presentations and reports to principals, parents, community members and the Board of Education.
- Assist with the preparation of required reports, both written and oral.
- Monitor budgets related to assigned areas of responsibility.
- Represent the District and Instructional Services at County and State levels, as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university with major coursework in education. Master's degree desired.
- Teaching or administrative experience working with a diverse socio-economic and multiethnic school population.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Multiple or Single Subject teaching credential or Pupil Personnel Services credential.
- Authorization to teach English Learners preferred.
- Master's degree desired.
- California Administrative Services credential preferred.

WORKING CONDITIONS:

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.