

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: Instructional Services Specialist – Innovation and Learner Engagement
WORK YEAR: 205 Days
NON WORK: 43 Days

PRIMARY FUNCTION:

Under the direction of the Director of Innovation and Learner Engagement, perform as a specialist assisting in the development and implementation of curriculum focused around technology integration; plan and coordinate related staff development; provide direct support to schools; manage and participate in other activities related to improving the academic success of students.

ASSIGNED RESPONSIBILITIES:

Perform a variety of duties to support board, district, division and department goals, especially improved student learning and engagement.

Support an aligned, standards based system of curriculum, instruction, assessment, leadership, parent outreach, community involvement, digital citizenship and technology literacy.

Work with principals and other instructional management personnel to ensure a consistent, cohesive and carefully articulated instructional program across all sites and levels.

Lead RUSD staff by promoting the use of technology for learning and teaching that results in redefinition rather than substitution or augmentation.

Work collaboratively to guide Instructional Services staff in incorporating digital teaching and learning resources and tools into daily classroom activities.

Assist with the development of new projects to enhance the instructional program.

Serve as a resource person to schools to support the successful implementation of instructional programs and related instructional priorities.

Pilot, monitor, evaluate, and scale up innovative projects and programs.

Design, provide, and/or coordinate staff 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 Services at County and State levels, as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

Current trends in educational software applications and hardware; operating systems and hardware associated with educational applications

Current principles and practices of instructional and training methodologies for a broad variety of student learning aptitudes

Budget planning, development and administration practices

Research and report preparation techniques

Grant application and administration practices

Ability to:

Analyze problems, identify potential solutions and make appropriate and effective decisions.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Work in a diverse socio-economic and multicultural community

Operate a computer and job-related equipment.

Maintain consistent, punctual and regular attendance.

Work independently with little direction

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with instructors, certificated staff, vendors, and management representatives

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

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.

EDUCATION AND EXPERIENCE:

Valid California Administrative Services Credential
Master's Degree desired
A combination of a minimum of three (3) years of experience as a classroom teacher with increasing responsibilities at the site level.
Must possess a valid driver's license