

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: Instructional Services Specialist (ISS),
7-12 Career and College Readiness,
Guidance/Counseling

WORK YEAR: 205 Work Days

NON-WORK: 43 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 and Guidance/Counseling. The Instructional Services Specialist will support career technical education in the district, including California Partnership Academies and Vocational Education-Perkins. Additionally, the Instructional Services Specialist will provide support to guidance services in secondary school and will support programs that link academic instruction and guidance services. The specialist will assist with curriculum development and staff development for the programs assigned to the position. Other duties may also be assigned.

REPRESENTATIVE DUTIES:

- Contribute to improved student achievement by implementing research and standards-based planning, instruction, assessment, and technology.
- Work with principals and other instructional management personnel to ensure a consistent, cohesive and carefully articulated instructional program across all sites and levels, particularly in the area of Career Technical Education and California Partnership Academies
- 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. Provide leadership for guidance and counseling services at secondary school sites.

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.

Valid California Administrative Services credential preferred.

MENTAL:

- Plan, organize and coordinate district's goals and objectives.
- Control and direct complex projects.
- Meet a variety of internal and external deadlines.
- Establish and maintain effective working relationships with a variety of stakeholders, including (but not limited to) District staff, site administrators, parent and community leaders, community partners, regional education leaders and school board members.
- Prepare and deliver presentations.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Work independently.
- Facilitate decision-making at all levels.
- Operate computer equipment and related software.
- Maintain District standards of professional conduct.
- Strong strategic thinking and the ability to proactively identify key issues.
- Ability to determine best practices in field and apply to district context.
- Understanding of budgeting and educational legislation.

ENVIRONMENT:

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