



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: Site Support, Personalized Learning
(Teacher on Special Assignment)

WORK YEAR: 185 Days

REPORTS TO: Director of Innovation and Learning Engagement and Site
Principal

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential with CLAD or BCLAD Certification.
- Appropriate coursework and/or training in the effective use of instructional technology, online learning, and digital content creation focused on blended and personalized learning environments.
- Minimum of five years of successful teaching experience, with three (3) years working in online or blended learning environments.
- Experience offering professional development.
- Experience leading groups of teachers such as a team leader or department chair.
- Experience with budgeting.
- Ability to be productive within complex and innovative working environments.
- Master's degree and coaching experience desired.

PRIMARY FUNCTION:

Under the direction of the Director of Innovation and Learning Engagement and site Principal, the Site Support Teacher on Special Assignment, Personalized Learning will support Next Generation Systems Initiative schools and district level working groups with a focus on the 5 elements of personalized learning that RUSD has adopted: Learner Profiles; Personalized Learning Plans; Flexible Learning Environments; Competency Based Advancement; and Socially Engaged Contributions.

AREAS OF RESPONSIBILITY:

- Perform a variety of duties to support board, district, division and department goals and ensure high-quality implementation of the school plan for personalized learning
- Support an aligned, standards-based system of curriculum, instruction, assessment, leadership, parent outreach, community involvement, digital citizenship and technology literacy

- Support the improvement of student learning and enhance teacher professional development
- Meet district and partner task/project time and quality deadlines, ensuring the use of the learner profile, learning plans, competency based advancement, and flexible environments and providing feedback to site and district staff as well as project partners
- Conduct pre- post- testing procedures at site and district levels in accordance with program requirements
- Maintain knowledge of best practices and support implementation within RUSD classrooms, programs, work locations and online venues
- Design and distribute text and digital communication media for internal and external uses
- Maintain site web page, Haiku, social media and other components related to personalized learning,
- Monitor budget and support principal by establishing site procedures for finding/applying outside funding sources
- Attend meetings as scheduled with program working groups; weekly with district office staff and bi-weekly with district staff and principal, providing student performance data and providing detailed evidence of student/staff success of implementation of Personalized Learning
- Work collaboratively with the Research, Assessment and Evaluation Department and Technology Services Department and to integrate student information systems and assessment databases with external online course and other content applications
- Develop at least two substantive partnerships including formal memorandum of understanding, and regular activities
- Hold monthly parent meetings
- Host site/district tours; provide support for Personalized Learning Summit
- Ensure the use of the learner profile, learning plans, competency based advancement, and flexible environments by modeling, coaching, and building principals' tech leadership, teacher efficacy, and student agency
- Curate, create, and digitize student facing curriculum materials for all areas of learning
- Use data to determine effectiveness of current process; apply best practices in data analysis; guide instructional response based on data
- Support teacher transition to personalized learning through demonstration, co-teaching, and providing feedback
- Provide Professional Development in the areas of blended and personalized learning
- Create a minimum of four online professional development workshops
- Maintain confidentiality
- Fulfill other duties as assigned

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

