



TITLE: INSTRUCTIONAL SERVICES SPECIALIST – TK-12 SCIENCE

WORK YEAR: 205 DAYS

REPORTS TO: Director of Secondary Education

PRIMARY FUNCTION:

Under the direction of the Director of Secondary Education, perform as an Instructional Services Specialist in Science assisting in the development and implementation of curriculum, 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.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- California Administrative Services Credential
- Master's Degree
- A minimum of five (5) years' experience as certificated teacher
- Must possess a valid California driver's license
- California Single Subject or Multiple Subject teaching credential with authorization to teach English Learners

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Contribute to improved student achievement for all students by implementing research- and standards-based planning, instruction, assessment, technology, and intervention. Monitor and communicate learning outcomes and instructional implications of student performance.
- Work with teachers, principals and other instructional management personnel to ensure a consistent, cohesive and carefully articulated instructional Science program across all sites and levels.
- Work with teachers, principals and other instructional management personnel to ensure consistent implementation of effective Science and NGSS instruction.
- Lead teacher groups in processes for: analyzing student performance data, designing research-based instructional responses to data, gauging effectiveness of instruction and interventions for all student groups.
- Support continuous implementation of Next Generation Science Standards (NGSS).
- Lead the Science department in curriculum development, textbook/instructional materials selection, content integration, technology use for enriched/extended/personalized learning, and standards-based program implementation, including differentiated instruction.
- Lead the district wide implementation of the California Healthy Youth Act

Instructional Service Specialist -
TK-12 SCIENCE May 2022

- Assists school teams with the planning of instructional strategies to ensure optimal effectiveness of Tier I instruction for students.
- Design blended and online professional development and collaboration using tools such as/similar to blogs, web-based applications, and social media. Incorporate digital tools for real-time and asynchronous student learning such as open-education resources, device apps and cloud-based tools such as Google docs, and others.
- Provide technical assistance to sites and collaborate with other departments to ensure a consistent, cohesive, carefully articulated, and clearly communicated instructional program at all sites and levels.
- Manage programs and/or special events as assigned, such as support for retained students, report cards, expanded learning times (summer, before/after school), online applications, and other duties as assigned.
- Prepare and deliver written and oral presentations and reports to principals, parents, community members, and the Board of Education. Represent the District and Instructional Services at County, State, and other levels as assigned.
- Provide teachers with effective instructional strategies for teachers to utilize with English Learners.
- Collaborate with other employees within the department to ensure consistency and effective program implementation.
- Assist with the preparation of required reports, both written and oral.
- Collaborate and coordinate with community stakeholders and outside resources.

Knowledge of:

- The Danielson Teaching and Learning Framework
- The needs of a diverse student population.
- Adult learning theory and ability to plan, design, and implement differentiated professional development.
- California Administrator Performance Expectations (CAPE)
- Instructional methodologies and effective research-based strategies to promote achievement for diverse learners.
- Differentiated support frameworks that promote student success, such as Multi-Tiered Systems of Support (MTSS).
- Next Generation Science frameworks and standards and research-based best practices.
- Research- based best practices of strategies to support English Learners.
- Systems for facilitation of stakeholder input, long term planning, goal setting, monitoring, and reporting.

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