

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Staff Development Trainer

II. PRIMARY FUNCTION

Assists in the implementation and coordination of all aspects of the instructional/staff development programs

III. REPORTS TO

Chief Academic Officer/Assistant Superintendent of Curriculum and Instruction or designee

IV. QUALIFICATIONS

- New Jersey Standard Teacher's Certificate
- Master's Degree from an accredited college or university preferred
- Minimum of five (5) years of successful teaching
- Knowledge of curriculum and instructional trends required, including the integration of technology
- Knowledge and experience in the facilitation of collaborative dialogue and action research required
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

Works with the Chief Academic Officer/Assistant Superintendent of Curriculum and Instruction, supervisors and NCLB Coordinator as a resource to teachers to model effective standards-based instruction

- Coaching
- Team Teaching
- Assisting with group organization
- Teaching strategies for students with special needs, ESL students and struggling learners
- Provides demonstration lessons and model innovative teaching techniques and strategies

Provides content knowledge and resources about learning and teaching including:

- Data driven instructional strategies
- Performance assessments of reading, writing and numeracy skills
- The implementation and use of instructional technology
- The implementation of student-driven, collaborative, models of instruction and assessment
- Instructional strategies based on NJDOE, district, and building-based assessments

Planning/facilitating/conducting in-service sessions focusing on effective teaching strategies with follow-up coaching visits

VI. TERMS OF EMPLOYMENT

Ten (10) month position – September 1 through June 30 – In accordance with the provisions of the BOE/ETEA contract