Project Specialist, Teacher Effectiveness

Purpose Statement

The job of Project Specialist, Teacher Effectiveness is done for the purpose/s of providing support in areas of Beginning Teacher Support and Assessment Program (BTSA), Special Educational and Educator Effectiveness and Evaluation programs, and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Assists in the oversight of the induction program to new teachers for the purpose of ensuring the correct information is provided.
- Collaborates with others (e.g. district personnel, other agency personnel, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and materials (e.g. course work, training teachers, Haiku, VPSS, etc.) for the purpose of meeting District and/or grant/program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g. credentials, MOUs, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Participates in meetings, workshops, trainings, and seminars (e.g. teacher training, technology, Haiku, Google, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports (e.g. courses, credentials, mentoring teachers, etc.) for the purpose of ensuring requirements of The District, State and Federal guidelines are being met.
- Presents information to teachers (e.g. district technology information, credential, coursework, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; classifying data and/or information; conducting meetings; counseling and mentoring employees.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant
administration; community resources; district policies and procedures; and issues teacher induction; business telephone etiquette; codes/laws/rules/regulations/policies; methods of instruction and training; office application software; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job’s functions. There is some opportunity to impact the organization’s services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates
Driver’s License & Evidence of Insurability

Clearances
Criminal Background Clearance
Criminal Justice Fingerprint/Background Clearance
Drug Test
Proof of physical examination including TB Screen

Continuing Educ./Training

FLSA Status: Exempt

Salary Range: Certificated Management Grade 35

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