

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Educational Services Specialist**
Department: Educational Services
Reports to: Assistant Superintendent of Educational Services

SUMMARY:

The Educational Services Specialist develops and evaluates district curriculum, assessments, interventions, and grading practices to increase student achievement. They Provide professional development and instructional coaching to support teachers, administrators, and classified instructional staff in maximizing student learning. Also they support school site administration in the implementation of district and site programs to increase the overall effectiveness of school and district initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist and support district and school site administrators with creating and organizing professional development for district and school site staff.
- Assist and support school administrators in the implementation of highly functional PLC's.
- Work with teachers, individually or as a group, regarding effective instructional practices, lesson pacing and design, instructional materials, student engagement, intervention, re-teaching, and enrichment activities. Provide coaching and modeling of those practices.
- Support digital platforms used within the district such as i-Ready, EduCLIMBER, Schoology, etc.
- Assist in the development of plans, strategies, and practices to support all subgroups of students in closing the achievement gap, and in monitoring their progress.
- Support the Educational Services Department with a variety of administrative activities (e.g. data analysis, state assessments, curriculum adoptions, instructional materials, etc.) to ensure the efficient use of resources within and across subject areas and grade levels.
- Serve on various district committees related to Educational Services.
- Organize, coordinate, prepare and facilitate relevant workshops, presentations and in-services in staff meetings, department meetings, administrator meetings, parent meetings, and other district/work related meetings.
- Assist in the coordination of a district-wide professional development calendar.
- Support the implementation of an MTSS structure including all tiers of support for academic, behavioral, and social/emotional interventions and acceleration.
- Prepare a variety of reports and written materials (e.g. standards, assessments, curricular materials, pacing guides, grading policies, essential standards, grant writing etc.) for the purpose of supporting the implementation of school and district initiatives.
- Support special programs (e.g. extended day learning, summer school) to help close the achievement gap for students.
- Support the implementation of programs in alignment with federal and state requirements.
- Respond to inquiries of other school personnel for the purpose of providing information, assistance and/or direction.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department and district.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must have at least five years of credentialed classroom teaching experience and be able to perform each essential duty satisfactorily. Applicants must be able to run successful professional development trainings, both in-person and online.

EDUCATION/EXPERIENCE:

Required: Four year degree; 5 years (minimum) of successful teaching and a valid teaching credential.

Desired: A masters degree

CERTIFICATES, LICENSES, REGISTRATIONS:

Required: Valid California Teaching and/or Pupil Personnel Services (PPS) Credential

Desired: Valid California Administrative Credential

LANGUAGE SKILLS:

Required: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write and research reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with a variety of people; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and technology carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed

material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals holding this position may perform additional duties as assigned.