



## **METROPOLITAN REGIONAL EDUCATIONAL SERVICE AGENCY**

1870 Teasley Drive, S.E.

Smyrna, Georgia 30080

Phone: (770) 432-2404 Fax: (770) 432-6105

**Date:** February 16, 2023

**Position:** Part Time (110 Day) School Improvement Specialist with Special Education Expertise/Experience

### **Minimal Qualifications:**

- Georgia level five (5) or higher professional renewable certificate
- School or district level leadership or coaching experience preferred
- Experience in conducting professional learning for educators regarding exemplary school practices
- Experience teaching in the standards-based classrooms
- Proficiency with integrating technology into professional learning opportunities
- Advanced written, verbal, and interpersonal skills

### **Specific Responsibilities:**

- Research, plan, and facilitate professional development for classroom teachers and administrators
- Provide follow-up and coaching for professional learning opportunities
- Represent Metro RESA at professional conferences, meetings, state and district organizations
- Initiate new ideas, identify resources and share innovative information to improve RESA services
- Use technology to improve delivery of support to districts
- Identify and evaluate common areas of potential needs or where improvements could be realized among multiple member systems
- Remain up-to-date on exemplary practices through self-study, conferences and other capacity building programs
- Keep abreast of, and build new professional skills and professional networks
- Perform other duties as may be assigned by the Metro RESA Director

### **Terms of Employment:**

- 110 Day employment agreement

### **Responsible to:**

- Metro RESA Executive Director and School Improvement Coordinator

### **Application Deadline:**

- March 1, 2023

**Email the following items to Dr. Leigh Ann Putman ([leighann.putman@mresa.org](mailto:leighann.putman@mresa.org)), Executive Director:**

**Metro RESA Job Application form (see job posting on the website for form), letter of interest, a current resume, contact information for three references, and a copy of your current Georgia Teaching Certificate.**

*Metro RESA is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability.*