# Educational Specialist

**Purpose Statement**

The Educational Specialist is to assist in the implementation of curriculum, instruction, and professional learning. The Educational Specialist also supports the development, implementation, and monitoring of a comprehensive student data and assessment system that connects assessment to instruction and facilitates the use of assessment results to improve instruction and intervention.

**Essential Functions**

- Build and sustain relationships with the district and school staff
- Convey and uphold the district vision of a culture of accountability, which drives excellence and promotes the district vision of teaching and learning
- Supports the Educational Service Department in the monitoring and ongoing implementation of the TTUSD Strategic Plan
- Coordinates and implements comprehensive professional development programs that align with the TTUSD Strategic Plan. These programs will be designed to support teachers in adapting their instructional practices by understanding critical pedagogy, evidence-based instructional research, and the necessity for evolving their teaching methods in response to student performance data and learning needs.
- Assists the Curriculum, Instruction, and Assessment Coordinator in reviewing instructional materials.
    - Supports in the coordination of instructional materials adoption with curriculum training
- Provides support in implementing and monitoring a comprehensive student assessment system
    - Supports Curriculum, Instruction, and Assessment Coordinator in the coordination of state and local assessments
    - Supports the continued development of MTSS (Tier One and Tier Two) districtwide
    - Collaboratively troubleshoot issues with the district student data system with other district staff and departments as needed
    - Engage in ongoing professional growth to increase knowledge of and proficiency in the use of the district student data system
    - Attend meetings as necessary for the development of district assessments
- Use improvement science methods and current research to facilitate and support the use of assessment results to improve instruction and intervention
    - Support administrators and school staff in
        - continuous improvement cycles (PDSAs)
        - utilizing the district student data system
        - analysis of data to support student learning and instruction
- Engage in ongoing professional growth to stay current with the research related to assessment, intervention, MTSS, teaching, and learning
- Other job-related duties
    - composing a variety of documents
    - collecting, tabulating, and evaluating data
    - preparing and maintaining informational reports
- Other related duties as assigned

**Job Requirements & Skills**

- Effective collaborative, interpersonal, and team-building skills
- Effective oral and written communication skills
- Ability to maintain cooperative working relationships with colleagues

- Ability to work effectively with adult learners
- Ability to meet schedules and timelines and establish and maintain a positive team attitude
- Demonstrates respect for others
- Use strong interpersonal skills to build and maintain safe and supportive relationships with district and community stakeholders
- Understanding of current research on effective instruction.
- Knowledge of change process models, improvement science methods
- Understanding of Professional Learning Communities
- Knowledge of Multi-Tiered Systems of Support (MTSS)
- Experience with student data systems tools

**Responsibility**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives, collaborating with multiple departments, and utilizing significant resources from other work units routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services significantly.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Certificates & Licenses:**

Valid Clear California Teaching Credential K12
Master's Degree (Preferred)
Administrative Services Credential (Preferred)
Valid California Driver's License

**Education:**

Bachelor's Degree, including all courses to meet clearance credential requirements

**Clearances:**

DOJ/FBI Fingerprint Clearance
TB Clearance

**Additional Qualifications**

Ability to travel to other sites/locations
Ability to work a flexible schedule based on district needs

**Supervision**

Curriculum, Instruction, Assessment Coordinator

**Required Testing**

Successful Completion of Pre-Employment Process

**Continuing Education/ Training**

Attendance at workshops and conferences as appropriate

**Salary Grade**

Certificated Management Range 11A

**Work Year**

213 days