



Learning Design and Innovation System Support Specialist

Purpose Statement

The role of the System Support Specialist, at any given time, is determined by matching the needs of individuals, groups, buildings, and the district with the following responsibilities to build capacity of teachers and instructional coaches regarding district initiatives and best practices.

Supervisory Relationship

Reports to: Director of Learning Design and Innovation

Essential Functions

- **Curriculum Coordination:** Coordinates, facilitates, and monitors the review, development, and implementation of curriculum
- **Professional Learning Needs Assessment:** Engages in surveying, identifying, and analyzing the professional learning (e.g. curriculum, assessment, instruction, etc.) needs of teachers, specialists, and instructional coaches.
- **Professional Learning Design:** Designs support services (e.g. training, materials, etc.) for the purpose of implementing professional learning program activities that address training needs as identified in the district's strategic plan.
- **Strategic Planning:** Develops short and long range plans for the purpose of ensuring that district resources are effectively utilized.
- **Program Monitoring and Evaluation:** Monitors professional learning services (e.g. consultants, work plan goals, staff training, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, work plans, and district objectives.
- **Staff Development Coordination:** Schedules and publicizes staff development activities and results before, during and after, for the purpose of promoting professional learning.
- **Meeting Facilitation:** Assists in planning and facilitating regular district instructional meetings and other meetings as appropriate.
- **Coaching and Support:** Provides coaching and support for the purpose of implementing and maintaining services and/or programs.
- **Research and Program Development:** Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing and/or enhancing programs that meet staff training needs to support all learners.
- **Collaboration and Continuous Improvement:** Identifies and collaborates on value-added district and building level systems, supports and projects for continuous growth.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating standard office equipment and utilizing pertinent software applications
- Planning and managing multiple projects
- Preparing and maintaining accurate records
- Training, developing, and supervising staff

Knowledge

- Pertinent codes, policies, regulations, and laws
- Current trends and practices in education
- Principles of employee development and management
- Project development, goal attainment, and time management

Abilities

- Schedule activities, meetings, and events
- Gather, collate, and classify data
- Work independently and with diverse individuals
- Analyze data using complex processes
- Adapt to changing priorities and handle frequent interruptions
- Develop and maintain positive working relationships
- Facilitate communication between individuals with divergent positions
- Implement change and maintain confidentiality
- Meet deadlines and provide direction and leadership

Responsibility

Work under limited supervision following standardized practices and methods. Provide information and advice to others. Operate within a defined budget. Have a continual opportunity to impact the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, pulling, and fine finger dexterity. Job generally involves 80% sitting, 10% walking, and 10% standing. Performed in a generally clean and healthy environment.

Experience

Minimum of five years of classroom teaching experience

Experience with curriculum development

Experience providing professional development to adult learners

Experience with learning management system or related instructional technology

Education

Bachelor's degree in education

Master's degree in curriculum and instructional, preferred

Certificates and Licenses

Valid North Dakota teaching license

Continuing Education/Training

Maintain relevant certificates and licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

Teacher Salary Schedule + additional summer workdays

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.