

TITLE: Staff Development Specialist- Secondary Math

WORK YEAR: 186 Work Days

EDUCATION AND EXPERIENCE:

- California Single Subject Credential with English Learner Certification
- Minimum of five years of successful teaching experience
- Experience in some area(s) of curriculum development

PRIMARY FUNCTION:

Under the direction of the department administrator or manager, the Staff Development Specialist - Secondary Math provides ongoing support and professional learning for district mathematics teachers. This position works to actualize the district's *Guide for Instructional Direction* by building teacher leaders who can guide peer teams through data-driven Informative Inquiry to refine instruction. Additionally, the Specialist provides targeted training to help teachers effectively support English Learners and assists teams in integrating technology into their instructional practices.

AREAS OF RESPONSIBILITY:

- Plan and deliver professional development workshops that emphasize building teacher capacity through team collaboration and data-driven Informative Inquiry.
- Provide professional learning on effective pedagogical practices for English Learners, encompassing both Designated and Integrated ELD strategies.
- Build the capacity of grade-level leads, content leads, and department chairs to effectively guide and support their respective teams.
- Deliver site-based coaching for team leaders and instructional teams on collaborative practices and inquiry-based decision-making.
- Facilitate site-level team meetings to help teams establish and refine effective processes, protocols, and habits for meaningful work.
- Partner with content specialists, staff developers, and interdisciplinary teams to deliver comprehensive instructional support across various subjects.
- Collaborate with the Department of Innovation and Learner Engagement to train teachers on leveraging technology to enhance student learning outcomes.
- Guide individual teachers and teams in using the district's online professional development platform.
- Align all professional development with the core language, goals, and expectations of the district's Professional Growth System (PGS).

- Engage in ongoing personal training focused on adult learning theory, team leadership, the Danielson Framework, NGSS, PLCs, and technology integration.
- Other related functions or duties as assigned

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues
- administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance
- Demonstrate flexibility and responsiveness

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to commute to various locations to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently

- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations