



## Job Description

**Type:** Certificated

**Status:** Active

### Teaching and Learning Project Specialist

**Reports To:** Director of Instruction and Educational Technology

**Evaluates:** N/A

**Supervises:** N/A

#### **Job Goal**

To improve student achievement, the Teaching and Learning Project Specialist works under the general supervision of the Assistant Superintendent, Instructional Services and the direct supervision of the Director of Instruction and Educational Technology to assist in planning, implementing, and coordinating programs and projects supporting students, teachers, staff, leaders, and families.

#### **Essential Job Functions • Required Knowledge and Abilities**

##### **Essential Job Functions**

- Assist teachers in the development and implementation of strategic and extended thinking and learning opportunities for students to enhance their acquisition of academic, social/emotional, and cognitive skills.
- Coach certificated and classified staff in the implementation of evidence-based, standards-aligned instructional practices focused on student learning, including English learners and students with special needs.
- Assist teachers and administrators in examining relevant data to monitor student progress and make instructional decisions to meet the needs of all learners.
- Develop and maintain accurate and timely records.
- Collaboratively facilitate and participate in parent/community meetings, Board meetings and school meetings, and make presentations as appropriate.
- Support professional learning for teachers and administrators. Conduct needs assessments, develop and facilitate professional learning, and evaluate the impact of professional learning on instructional practices and student learning.
- Attend professional learning and networking meetings at school, district, county, and state levels.
- Collaborate with teachers and administrators to develop, curate, and evaluate instructional materials and supporting resources. Develop related training materials to support utilization of materials and resources to support demonstration of student learning.
- Participate and contribute as an active member of the Instructional Services team.
- Engage in self-directed professional learning opportunities to stay current on research-based best practices for teaching and learning and maintaining students' social-emotional wellness.
- Work collaboratively and independently on projects and tasks.

##### **Knowledge Of:**

Federal and state legislation and regulations related to education; educational expectations based on most current California State Standards; current research-proven instructional programs and best practices in education as it relates to teaching, learning, and assessment; application of professional learning and coaching strategies; conflict resolution and problem-solving strategies.

##### **Ability To:**

Apply knowledge of current research, theory, and practices regarding curriculum, instruction and assessment; effectively present information and respond to questions from a variety of school staff, parents and agencies; demonstrate an attitude of understanding, patience, and receptivity toward adult learners; interpret and work from a variety sources; gather, coordinate, analyze and reconcile input from diverse sources; analyze and utilize data to make informed decisions; Work collaboratively as a team player in a variety of settings and situations; modify systems, procedures, and programs within area of responsibility; Effectively communicate orally and in writing in a clear and organized manner with small and large audiences; seek out information from agencies and resources for specific situations; establish and maintain cooperative and effective working relationships with a diverse community.

**Minimum Qualifications**

A valid California teaching credential; minimum of five years active K-12 teaching experience

**Terms of Employment**

- 185-day work year; Certificated Salary Schedule
- Upon mutual agreement of the employee and the District, up to 12 work days outside the traditional teacher calendar may be added at a per diem rate or traded for flex time during the school year

**Working Conditions**

ENVIRONMENT	Indoor work environment
PHYSICAL ABILITIES	Hearing and speaking to exchange information, Seeing to read a variety of materials, Dexterity of hands and fingers to use technology equipment, Bending at the waist, kneeling, crouching, or reaching, Sitting in order to work at desks or tables
	Exposure to climatic elements; intermittent noise; frequent interruptions
HAZARDS	