



TITLE: INSTRUCTIONAL SERVICES SPECIALIST – EXPANDED LEARNING PROGRAM

WORK YEAR: 205 DAYS

REPORTS TO: Director of Elementary Education

PRIMARY FUNCTION:

Under the direction of the Director of Elementary Education or designee, perform as an Expanded Learning Instructional Services Specialist and assist the Coordinator with implementation, operation and support to the Expanded Learning Program TOSAs evaluation and supervision of multiple Expanded Learning Programs at multiple sites throughout the district.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- California Administrative Services Credential
- Master's Degree
- A minimum of five (5) years' experience as a certificated teacher
- Must possess a valid California driver's license
- California Single Subject or Multiple Subject teaching credential with authorization to teach English Learners
- Ability to work collaboratively with community agencies, partners and parents

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Support the coordination of all District Expanded Learning Programs in conjunction with site principals. Provide district-level direction to multi-site expanded learning programs, individual site-based expanded learning programs managers and community partner organizations to ensure a safe, comprehensive, collaborative service planning and programming.
- Provide instructional leadership in developing the academic curriculum for expanded learning programs in coordination with principals, expanded learning program staff, teaching staff, and the Instructional Services Division.
- Supervise and evaluate all adjunct personnel hired by the district or district partners as they provide support
- Oversee expanded learning programs during hours of operation
- Monitor delivery and quality of expanded learning program services and community providers.
- Support the Coordinator of the Expanded Learning Program with preparation for federal and state program monitoring.
- Support the establishment of a sustainable strategic plan, maximize blended funding opportunities and coordinate efforts to research, explore and pursue additional private and public funding sources to insure ongoing continuation of the programs beyond the termination of grant funds.

- Represent the District and expanded learning programs at interagency, regional and national meetings.
- Support project evaluation activities in collaboration with the Department of Research, Assessment & Evaluation. Participate in the review of individual and system outcomes and ongoing evaluation of program effectiveness.
- Work hours will be 9:30 AM - 6:30 PM with some flexibility.
- Work a flexible schedule during summer, non-instructional school days, and possibly some weekends.

Knowledge of:

- The California Standards for the Teaching Profession and Danielson Teaching and Learning Framework
- The needs of a diverse student population.
- Adult learning theory and ability to plan, design, and implement differentiated professional development.
- California Administrator Performance Expectations (CAPE)
- Instructional methodologies and effective research-based strategies to promote achievement for diverse learners.
- Differentiated support frameworks that promote student success, such as Multi-Tiered Systems of Support (MTSS).
- Research-based best practices of strategies to support English Learners.
- Systems for facilitation of stakeholder input, long-term planning, goal setting, monitoring, and reporting.

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 drive a personal vehicle 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 –frequently
- Ability to work at a desk and in meetings of various configurations.