

TRINITY COUNTY OFFICE OF EDUCATION

POSITION: Instructional Support Specialist with P-3 Focus

SALARY: Certificated

REPORTS TO: Assistant Superintendent of Educational Services

APPLICANTS MUST BE ABLE TO PASS A PHYSICAL ASSESSMENT. IN COMPLIANCE WITH A.B. 1610, THE TRINITY COUNTY OFFICE OF EDUCATION CANNOT EMPLOY YOU UNTIL YOU HAVE RECEIVED CLEARANCE FROM THE DEPARTMENT OF JUSTICE (DOJ) AND THE FEDERAL BUREAU OF INVESTIGATION (FBI).

PRIMARY FUNCTION:

Working under the direct supervision of the Assistant Superintendent of Educational Services, the Instructional Support Specialist (ISS) is well versed in explaining and demonstrating various instructional approaches to diverse student populations (including special education) and all grade levels including Preschool (P) to 12th Grade for certificated and classified staff to implement, including the appropriate use of technology in the classroom. The ISS possesses a fluid mastery of all State Standards and various curricula, including but not limited to mathematics, science, and ELA. The ISS is able to collaborate with others in the presentation of trainings countywide, including taking the lead on such presentations when appropriate. The ISS is able to research, locate, and disseminate countywide, current instructional resources. The ISS serves as a program implementation specialist along with being an intervention specialist as student and school needs arise.

ESSENTIAL DUTIES include, but are not limited to, the following responsibilities:

- Provide coaching/mentoring to Preschool – 12th Grade instructional staff, countywide.
 - Model lessons as needed.
- Plan, organize, and/or conduct trainings and in-service programs for administrators, certificated and classified staff, countywide.
- Provide instructional support services to school level curriculum, instruction, and staff development programs.
- Provide support in Local Control Accountability Plan work, Multi-Tiered System of Support, and California Assessments.
- Review instructional practices and procedures.
- Represents COE on county, regional and state level committees as assigned.
- Research, locate, and disseminate countywide current instructional resources.
- Support student achievement by analyzing and interpreting data.
- Stay current with best practices and state-wide initiatives.
- Provide updates and reports on ongoing work.
- Assist with developing intervention programming for schools countywide.
- Implement Social Emotional Learning Grant countywide.
- Implement, advise, and coach the Quality Counts grant to early childhood educators countywide.
- Serve on the instructional substitute team countywide, training substitute teachers, and on an emergency basis substitute as assigned.
- Provide parent education and support to parents of children in Preschool through 3rd grade.

- Conduct home visits as needed or required based on early intervention programming needs.
- Participate in provision of each child's IFSP treatment plan through interagency collaboration.
- Participate in planning and implementation of classroom activities (including set-up and clean-up of class, organization of classroom and program materials).
- Implement, advise, and coach the Ethnic Studies state requirements.
- Implement and coordinate the Math Acceleration Grant.
- Support and coordinate Career Technical Education initiatives.
- Support A-G high school requirements.
- Implement and support other state curricular and instructional initiatives.
- Implement CAPSME initiatives and attend community of practice. (CAPSME = CA Partnership for Math and Science Education)
- Perform other duties similar to the above in scope and function as required.

OTHER FUNCTIONS:

1. Participate in Family/Student Study Teams.
2. Provide consultation to childcare providers and teachers.
3. Participate and collaborate in staff meetings.
4. Attend assigned trainings. (Regional and State)
5. Attend community meetings and events.
6. Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS, SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS: required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; public speaking; and facilitating meetings.

KNOWLEDGE: required to perform intermediate math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Thorough understanding of all State Standards.
- Understanding of adult learning theory.
- Social-emotional Learning
- Best teaching practices and strategies
- Using data to inform instruction
- Classroom management
- Early Childhood Education
- Pre-school to grade three research and practices
- Basic Level Understanding of math and science principles.
- Understanding of A-G requirements for high school students.
- Understanding of Career Technical Education

ABILITY: required to schedule a number of activities, meetings, and/or events; gather and/or collate data; prepare and maintain accurate records and reports in accordance with applicable standards;

maintain confidentiality of information and meet all standards of HIPAA; communicate effectively both orally and in writing; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; establish and maintain cooperative working relationships with staff, social services professionals, contract providers, clients, and family members, community groups, and the general public; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Interact effectively and sensitively with individuals from diverse backgrounds and demonstrate an understanding, patient and receptive attitude toward children; establish and maintain the confidence and cooperation with an interdisciplinary team; use tact and maintain emotional stability meeting deadlines and schedules; organizing tasks; setting priorities; and working as part of a team.

RESPONSIBILITY:

Working under supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

PHYSICAL DEMANDS:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

EXPERIENCE: Job related experience is required.

EDUCATION:

Minimum qualifications:

- Five (5) years of teaching experience.
- Early Childhood Education Experience, training, and College Credits
- Valid California Teaching Credential
- Valid California automobile operator's license

Preferred qualifications:

- Previous coaching/training experience
- Early Intervention Experience
- Taught in preschool through 3rd grade or Special Education.

AMERICANS WITH DISABILITIES ACT ASSISTANCE

Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences,

or provide equally effective means of communication to ensure equal access to Shasta County Office of Education programs and events.

NOTE: Meeting the announced requirements does not guarantee inclusion into the selection process.

NOTE: Arrangements may be made to accommodate applicants with disabilities. For arrangements, please inform the Human Resources Department in writing or by telephone by the filing deadline posted on the bulletin.