



Alvord Unified School District Certificated Job Description 2012-2013

10365 Keller Avenue, Riverside, CA 92505
(951) 509-5030; Job line (951) 341-5651
www.alvord.k12.ca.us

**DEADLINE TO
APPLY:
December 21, 2012**

Please Post

PROJECT SPECIALIST/INSTRUCTIONAL COACH

DEFINITION:

The Project Specialist assumes a leadership role in the development and implementation of state and/or federal funded programs at the school site to increase academic achievement for all students and help to improve teacher quality. The Project Specialist will work with their peers in a non-evaluative role to provide instructional leadership, coaching, and teacher training in effective content delivery and instructional interventions.

REPORTS TO: School Principal

SALARY: \$42,194 minimum - \$86,569 maximum, plus benefits. (Depending upon education and experience, up to 15 years credit served in a K-12 setting may be granted).

WORK YEAR: 185 work days. The salary reflects a reduction based on 8 furlough days.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Facilitate the coordination of the categorically funded programs at a school site under the direction of the site administrator(s). E
2. Provide staff development to ensure that teachers are knowledgeable about program components and understand the instructional design of how the program meets the core academic standards. E
3. Provide support and assistance to all core academic teachers in the full implementation of the District's adopted curriculum through in-class coaching, demonstration lessons, training, classroom observations, and conferences. E
4. Assist teachers in building interactive classroom environments focused on the content and learning strategies embedded in the core academic program. E
5. Assist staff to interpret/analyze data to inform instructional decisions and program design. E
6. Serve as a resource for teachers in all areas of scientifically research based programs, including but not limited to teaching strategies, strategic learning, interventions, strategies/methods for special needs students, California State standards, components of balanced literacy, reading/writing genres, ELD methodology, and instructional technology. E
7. Assist grade/department level and subject matter teams in setting goals for improved instruction.
8. Assist teachers in preparation and pacing for instruction.
9. Participate in collaborative grade/department level meetings to assist in the analysis and utilization of assessment data to improve student achievement.
10. Meet regularly with the Principal to review benchmark assessment data and to assess the outcomes of goals established by grade/department level teams.
11. Participate in site leadership team meetings to review program progress and plan ongoing support for teachers.
12. Demonstrate teaching techniques to teachers in individual classroom situations. E
13. Attend appropriate meetings, workshops, conferences.
14. Participate in appropriate training to enhance self-growth.
15. Coordinate project related committee meetings.
16. Assist the principal with organization of in-services for paraprofessionals and volunteers. E
17. Work with parent groups and attend parent group meetings.
18. Work with Special Projects professional staff in district effort to maintain compliance under funded programs.
19. Organize and maintain record keeping system for student growth, identification of student special needs i.e., Limited English Speaking/Non-English Speaking, Educationally Disadvantaged Youth, etc., inventory control and other necessary program documentation. E
20. In cooperation with the principal, coordinate the ordering of materials and supplies according to the school plan budget. Maintain an accurate accounting of the budget and inventory of materials and equipment.
21. Other related duties as assigned.

E = Essential Function

MINIMUM QUALIFICATIONS:

Demonstrated Knowledge of:

- Federal and state guidelines for categorically funded programs;
- District organization, operations, policies and objectives;
- Compliance requirements;
- Applicable laws, codes, regulations, policies and procedures;
- Interpersonal skills, using tact, patience and courtesy;
- Evaluation processes;
- Curriculum standards, objectives, pacing guides, assessments, diagnostic techniques, prescriptive strategies;
- Specific subject matter and curriculum;
- Research-based teaching strategies;
- Child growth and development;
- Operation of a computer and instructional technology.

Ability to:

- Assure compliance with laws, codes and regulations;
- Communicate effectively both orally and in writing;
- Present materials and methods in a training environment;
- Establish and maintain cooperative and effective working relationships with others;
- Work with adults in a collaborative coaching model;
- Coach peers in a non-evaluative manner;
- Meet schedules and timelines;
- Prioritize and manage multiple tasks;
- Provide a positive climate conducive to attainment of high levels of performance by teachers and students;
- Plan and teach lessons using research-based instructional strategies and methodologies;
- Use a variety of resources;
- Differentiate instruction to address the needs of all learners;
- Use effective instructional practices.
- Keep accurate and concise records;
- Monitor/recognize health, behavior and emotional needs of students;
- Facilitate consensus;
- Motivate students to value and enjoy learning;

Education and Experience:

- Valid California teaching credential, including CLAD certification or equivalent.
- At least three, preferably five years of elementary school teaching experience.
- Bilingual/Spanish desired.

WORKING CONDITIONS

Environment:

- Office, school, and outside work setting
- Subject to frequent interruptions and daily contact with District staff, students, and parents
- Frequent driving to District Office and/or other locations

Physical Abilities:

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures and monitor a wide area
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting, walking and standing for extended periods of time
- Occasional carrying, pushing, pulling or lifting up to 30 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally
- Frequent movement of head, looking up and down and side to side

Hazards:

- Some exposure to toxic materials
- Occasional contact with distraught individuals

Application Procedure:

*Submit an online application via Edjoin at www.edjoin.org, or see the Alvord USD website at www.alvord.k12.ca.us and click on employment and follow the directions

* In order to submit an application via Edjoin, applicants must possess a valid email account. In order to set up an email account there are a number of different sites which allow individuals to register for an account, free of charge. These sites include: www.msn.com, www.google.com, www.yahoo.com, and www.earthlink.net. The process includes signing on to one of the above listed sites, selecting the available mail service and providing the site with some basic personal information which generally includes, last name, first name and address. Immediately after, you will be prompted to select a username and password, which the applicant must remember in order to log back into the individual's email account.

*It is the responsibility of the applicant to submit all required documents requested for each posting. The Alvord Unified School District has a computer and scanner available for use for online applications. Please feel free to contact Human Resources Development at 951-509-5030 for assistance. The office hours are 7:30 a.m. to 4:30 p.m.

It is required that applicants submit the following information through EdJoin by the deadline date to insure a completed application: 1. Complete Application 2. Letter of Intent relating skills and experience pertaining to the job description 3. Resume 4. Three (3) Letters of Reference (Dated within last two years) 5. Copy of Transcripts 6. Copy of Credentials (must indicate expiration date and authorizations) or Certificates, if any.

RESUMES WILL NOT BE ACCEPTED IN LIEU OF THE APPLICATION

APPLY BY: December 21, 2012

ALVORD UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY AGENCY AND DOES NOT DISCRIMINATE AGAINST EMPLOYEES, JOB APPLICANTS, STUDENTS/PARENTS OR COMMUNITY ON THE BASIS OF ACTUAL OR PERCEIVED RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, RELIGIOUS CREED, AGE, MARITAL STATUS, PREGNANCY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, VETERAN STATUS, GENDER, SEXUAL ORIENTATION, OR ANY OTHER BASIS PROTECTED BY LAW. DISTRICT PROGRAMS AND ACTIVITIES SHALL BE FREE FROM UNLAWFUL DISCRIMINATION (BP 4030)
SEXUAL HARRASSMENT OF OR BY ANY PERSON IN THE WORK OR EDUCATIONAL SETTING SHALL NOT BE TOLERATED; IT SHALL BE A VIOLATION OF DISTRICT POLICY TO ENGAGE IN ANY CONDUCT WHICH CONSTITUTES SEXUAL HARRASSMENT.
COMPLETE DISTRICT POLICIES ON NONDISCRIMINATION AND SEXUAL HARRASSMENT ARE AVAILABLE THROUGH HUMAN RESOURCE DEVELOPMENT. (BP4180 & BP4135)

The Human Resources Development Staff is committed to providing excellent service to all employees, applicants, and members of the public.

POSTED: December 7, 2012