

## **SAN MATEO-FOSTER CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**TITLE:** Program Specialist – Education Services

**CERTIFICATED/CLASSIFIED:** Certificated

**REPORTS TO:** Director of Curriculum and Instruction

**EVALUATED BY:** Director of Curriculum and Instruction

**QUALIFICATIONS:** An earned Master's degree or advanced degree of at least equivalent standard from an accredited college or university (preferred).

Appropriate California credential authorizing services in a certificated position.

A minimum of 5 years teaching experience.

Previous experience leading professional development.

**JOB GOAL:** To serve as a resource to teachers, teachers on special assignment (TOSAs) and administrators in planning and developing programs related to curriculum and instruction. Act as an advocate for student success at school.

#### **KNOWLEDGE OF:**

- CA Content Standards, ELD Standards, CA Frameworks
- Multi-Tiered Support Systems
- Research-based pedagogical practices
- Development and analysis of formative and summative assessments
- Adult learning theory, research and best practices of professional development

#### **ABILITY TO:**

- Support teachers and TOSAs to improve instructional practices
- Collaborate with site and district administrators to implement district-wide programs across all content areas
- Plan and lead professional development to groups of teachers
- Model demonstration lessons for teachers and principals
- Work with site and district administrators to analyze data and make instructional recommendations
- Effectively advocate for programs that support unduplicated students

**TYPICAL DUTIES:**

- Provide training, coaching and support to teachers by planning and modeling demonstration lessons
- Provide training, coaching and support to TOSAs and site administrators by facilitating meetings and professional development opportunities
- Participate in the development and implementation of an integrated and systemic district-wide curriculum plan
- Work with site and district leadership to maximize the efficacy of district and site programs
- Collaborate and share best practices
- Plan and lead the development of districtwide professional development
- Consult and assist school administrators, other school personnel, and representatives of community agencies and organizations with matters affecting district programs
- Analyze data and advise district and site personnel on instructional recommendations
- All other duties as assigned

**LICENSES AND CERTIFICATES**

Possession of a valid and appropriate California Driver's License.

**Essential Functions:**

When performing the duties of this job, the employee is regularly required to sit, walk, and stand, sometimes for prolonged periods of time; operate a computer and keyboard; maintain visual acuity to review written documentation; hear and understand speech at normal room levels and on the telephone; taste and smell; demonstrate manual dexterity to operate equipment; lift up to 20 pounds; bend and stoop. The employee must be able to perform the duties of a rigorous work schedule, including visits to school sites.