

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

**Job Opening Announcement
& Job Description**



Secondary ELA/Social Studies/Humanities Instructional Specialist

Supervisor: Assistant Superintendent Teaching and Learning	Division: Educational Services
Salary Range: \$65,919 - \$79,128 (191 day schedule)	Conditions of work: 191 days <i>Exempt position</i>
Qualifications: Required: <ul style="list-style-type: none">• Bachelor’s Degree in education and related field (i.e. English, Social Studies); Master’s degree in education or related field preferred. Other degrees and certifications may be considered.• Significant 6-12 classroom experience teaching ELA and/or Social Studies.• Demonstrated understanding of Washington State Standards and or research-based instructional strategies and assessment practices that support effective instruction in ELA and Social Studies content areas.• Advanced understanding and proven use of instructional technology to support learning.• High commitment to accomplishment and flexibility in work hours.• Must have good human relations and interpersonal skills, demonstrated ability to keep confidentiality and show initiative when appropriate. <u>Skills, Knowledge, and/or Abilities:</u> <ul style="list-style-type: none">• Demonstrate exemplary ELA and Social Studies instruction for teachers through the following practices that will accelerate student learning and achievement: coaching, co-teaching, modeling lessons, collaborative lesson planning, facilitating lesson studies and learning labs, and providing small and large group professional development – both regionally and within the context of a school district.• Knowledge of current research, procedures and best practices in ELA and Social Studies education, curriculum and assessment including AP, IB, AVID, and	Location/Assignment: Housed at North Central Educational Service District 171 in Wenatchee, serving 29 school districts in Chelan, Douglas, Grant, and Okanogan Counties.

<p>GLAD.</p> <ul style="list-style-type: none"> • Knowledge of effective techniques for facilitating groups of adult learners as well as individuals. • Exemplary, proven ability to communicate in writing, email, conversation and public presentations. • Occasional evening hours and weekend work required. • Valid Washington State Driver's license, reliable personal transportation and willingness to travel. 	
<p>Application Procedure: North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. Click here to apply</p> <p>All completed packets must be submitted on-line.</p>	<p>Timeline:</p> <ul style="list-style-type: none"> ➤ Position opens: June 14, 2017 ➤ Position closes June 28, 2017 ➤ Screening & Interviews TBD ➤ Position begins September 1, 2017 <p>Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.</p> <p><i>NCESD is an Equal Opportunity Employer</i></p>

GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The Secondary ELA/Social Studies/Humanities Instructional Specialist works in concert with the Educational Service District staff and educators within our region. The objective is to develop the capacity of instructional leaders in delivering, promoting and supporting effective ELA and Social Studies instruction and integration designed to increase student achievement in every building, for each student. The Specialist will support other leaders in ELA, Social Studies, AP, IB, and AVID education with the intent of creating and sustaining powerful, collaborative and coherent regional delivery systems, as well as supporting school districts within NCESD and the state of Washington.

I. Responsibilities:

1. Works with participating teachers, coaches, teacher leaders, principals and administration to promote student learning in ELA and Social Studies.
2. Provides Support in ELA and Social Studies standards alignment, curriculum alignment, and program implementation.
3. Provides support in the use and analysis of diagnostic and formative assessments and other data on student achievement.
4. Assists schools and districts in identifying strengths and areas of high need and developing focused plans for intensive professional development in the area of ELA and Social Studies
5. Works with education leaders to fully develop and implement research-based tools and professional development
6. Provides professional development in content knowledge, content-specific pedagogy, differentiated instruction, effective teaching strategies, research-based instructional materials, and state standards.

7. Stays up-to-date with Washington's educational reform efforts and current research in the area of teaching and learning.
8. Guides and facilitates collaborative grade level or subject area teams in professional learning communities.
9. Collaborates with district/school teams as they increase their knowledge and skills in the elements of research-based effective instruction.
10. Assists the NCESD to collect, compile and disseminate student achievement data.
11. Exhibits or demonstrates the highest level of professionalism in regards to respectful communication and interactions with others.
12. Serves as a member of the NCESD Teaching & Learning Team.
13. Requires the use of multiple communication and technology systems, which may include electronic mail, computers, document cameras, smart boards, smart TVs, video-conference, and web-based resources.
14. Other duties as assigned by the Assistant Superintendent or Superintendent.

II. Professional Growth and Responsibilities

- A. Meets or exceeds performance expectations in the following areas:
 - a. Competence
 - b. Quality & Quantity of Work
 - c. Attitude
 - d. Flexibility, Innovation & Initiative
 - e. Cooperation with Supervisor/Director & Peers
 - f. Demonstrates & Supports Agency Values
- B. Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- C. Submits records, reports and assignments promptly and efficiently.
- D. Deals with obstacles and constraints positively.
- E. Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- F. Seeks and takes advantage of opportunities for professional growth.
- G. Maintains dress and appearance appropriate to a professional office setting.
- H. A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

III. Physical Demands

- A. The position requires frequent sitting, standing, stooping, kneeling, walking, and crouching; ability to lift and/or move up to 60 pounds.

IV. Other

- A. Assist with other responsibilities as assigned by the Assistant Superintendent or Superintendent.