

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Program Specialist II – Curriculum, Instruction, and Professional Learning

SALARY PLACEMENT: Rocklin Administrators Professional Association (RAPA) Salary Schedule

SUMMARY:

Under the direction of the Director of Academic Improvement and Multi-Tiered Systems of Support (MTSS), assists in the developing, coordinating, and supporting curriculum, instruction, and professional learning. In addition, facilitate in the development and implementation of course assessments, and prepare, and other data to benefit student academic outcomes.

SUPERVISOR:

This position reports directly to the Director of Academic Improvement and Multi-Tiered Systems of Support (MTSS).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

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1. Support academic improvement efforts in all content areas with a focus on math.
2. Facilitate Improvement Science efforts district-wide to improve academic outcomes for students.
3. Coordinate support and professional development for K-12 Learning Recovery Teachers.
4. Coordinate support and professional development for K-12 teachers.
5. Facilitates K-12 curriculum adoption process and implementation.
6. Provide support and professional development for tiered socio-emotional support systems in K-12 schools.
7. Facilitates the development and implementation of common grade level and course assessments for math and ELA in K-12 schools.
8. Support the collection of data sets K-12 and facilitate the use of data to make instructional decisions that benefit students at the site and classroom level.

Knowledge of:

- Working knowledge of Improvement Science
- Deep understanding of MTSS (multi-tiered systems of support) including academic, behavioral, and socio-emotional domains
- Integrity and commitment to ongoing personal and professional growth
- Strong work ethic and interpersonal communication skills, organization skills, and best practices for adult learning and professional development
- California adopted core curricula and ancillary programs related to support of learning for all students
- Overall planning, organization, and direction of student assessment activities
- Procedures for data collection, processing, analysis, and reporting
- Effective culturally and linguistically appropriate practices and strategies for English Learners

Ability to:

- Provide training activities for professionals, students, and parents

- Willingly work additional hours periodically as needed

EDUCATION:

Master's Degree or the equivalent from an accredited institution of higher learning.

EXPERIENCE:

A minimum of three (3) year's practical K-12 public school work experience as a teacher or specialist and three (3) years of increasingly responsible experience in administration is preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's license

Valid California Teaching Credential and CLAD or BCLAD authorization or equivalent

California Administrative Services Credential

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: May 19, 2021

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Director of Secondary School Programs or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment