



RIALTO UNIFIED SCHOOL DISTRICT

Professional Development Strategist (District TOSA)

Job Description



DEFINITION

Under the supervision of the Lead Professional Development Agent, assist in planning, organizing and facilitating the implementation of the daily operations of the District's professional development operations and the RUSD parent institute. Provides professional development to support the continued growth and expertise of the RUSD staff and families.

ESSENTIAL DUTIES

- Facilitates continuous professional development and learning opportunities for employees and parents.
- Develops, designs and implements professional development academies for teachers, classified staff, management staff, and parents.
- Facilitates professional development and coaching for PAR consulting teachers.
- Develops a wide array of collaborative opportunities to improve the quality of instruction.
- Develops a digital learning platform/library for professional development.
- Assists with professional development needs assessments.
- Assists with developing systems of professional development feedback.
- Regularly collaborates with the Lead Professional Development Agent regarding daily operations.
- Identifies professional development needs, barriers, and weaknesses by analyzing data, organizing and implementing problem solving actions to refine knowledge and skills.
- Support will include but is not limited to, coaching, observing, modeling, guiding, professional development design, professional development implementation, professional development systems maintenance and assistance, and co-planning.
- Maintains and submits required records and reports with reasonable accuracy and promptness in compliance with district and state testing and accountability requirements.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Research, principles and practices of the Teacher Induction Program, professional development implementation and the California Standards for the Teaching Profession
- Principles and practices of Adult Learning Theory
- Curriculum, instruction and assessment

Ability to:

- Plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance to applicable Induction Program requirements.
- Communicate effectively with other professionals.
- Effectively mentor teachers at elementary, middle and high school levels

EXPERIENCE AND EDUCATION

Experience:

- At least five (5) years of exemplary classroom teaching experience and/or teacher support experience, which includes assessing student learning, creating and maintaining effective environments for student learning, and designing learning experiences necessary to meet the needs of a diverse student population.
- Experience in building effective teams.
- Possession of a valid California clear teaching credential.
- Have a proven ability to perform at a high level of competence in positions of leadership and responsibility

Education:

- Possession of a valid California Teaching credential
- Possession of a Master's degree
- Possession of a valid California EL authorization or equivalent

PHYSICAL DEMANDS

Physical class:

Moderate lifting - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and a private vehicle.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours plus

Fingering: Occasionally

Carrying: Occasionally

Stooping: Low

Bending: Frequently

Lifting: Occasionally

Reaching: Occasionally

Walking: Constantly

Keyboarding: Medium - must be literate

Grasping: Occasionally

Handling: Constantly

Standing: Occasionally

Kneeling: Low

Sitting: Occasionally

*Driving: Occasionally

Push/Pull: Occasionally

****Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

Frequent motion:

Twisting: Low

Wrist flexion: Frequently

Elbow flexion/extension: Frequently

Reaching to shoulder level: Occasionally

Forward shoulder/neck flexion: Occasionally - 3 hours per day

Reaching to above shoulder level: Occasionally

Reaching below shoulder level: Frequently

Sensory requirements:

Ability to see: Constantly

Ability to hear: Constantly

Ability to talk: Constantly

Ability to smell: Constantly

Ability to touch: Constantly

Must be able to deal with these environmental considerations:

Heat: Has own controls

Odor: Yes

Noise: Yes

Humidity: Occasional

Moisture: Occasional

Fluorescent lights: Yes

Floor may be slippery at times: Tiled areas

Working in close quarters with others: Yes, all the time

Working inside: 95% of the day

Working outside: 5% of the day

This job requires:

Alertness: Constantly

Attention to detail: Constantly

Ability to work in temperatures down to 30 degrees and up to 105 degrees.

Recall of names and dates: Constantly

The use of two hands: Constantly

Ability to deal with psychological factors:

Teamwork: Constantly

Frustration: Moderate - depends on the time of year

Repetitive tasks: Yes, signature

Level of responsibility: High

Must keep up with schedule: High

Able to work extended hours as needed: High

Dealing with upset employees, parents, community members: Moderate

Physiologic factors:

Must maintain a high level of consciousness: Yes

Orientation to time, place or person: Yes

Ability to read at 12th grade level: Yes

Ability to comprehend and follow directions: Yes

Able to keep up a high activity level during the shift: Yes