



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Teaching and Learning Specialist	Department: Educational Services
Immediate Supervisor's Position Title: Director of Educational Services	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Educational Services, the Teaching and Learning Specialist is responsible to serve as an exemplary teacher and instructional leader who coaches colleagues by conferencing, observing, evaluating, and providing substantive feedback. The Teaching and Learning Specialist assists colleagues in the development of individual professional development growth plans designed to improve performance on specifically identified standards and elements. The Teaching and Learning Specialist is also responsible for assisting teachers and staff in enhancement of student learning through the integration of technology. This position will enrich and support teaching and learning while strengthening the technology skills of students, teachers, and staff. This will be accomplished by assisting teachers in the incorporation of software into District curriculum and classroom lesson plans.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Staff Development
 - a) Supports Director of Educational Services and building principals in planning, implementation and facilitation of staff development opportunities for licensed and non-licensed staff.
 - b) Collaborates with schools and professional learning communities to facilitate, and/or assess professional development activities as directed by the Director of Educational Services.
 - c) Makes recommendations to the Director of Educational Services and building principals for staff development opportunities based on observed instructional needs.
 - d) Participates in developing and writing Student Achievement Goals with individual teachers and/or grade level subject teams.
- Instructional Leadership
 - a) Work closely with, and provides support, coaching and resources to classroom teachers in planning for enrichment and differentiation in the instructional setting.
 - b) Supports professional learning communities through analysis of student performance and other guided discussion activities.
 - c) Supports the D110 Mentor Program to ensure support for new teachers and provides the best instructional and learning environment for students.
- Instructional, Curriculum and Job-Related Technology
 - a) Supports the curriculum review process including implementation of curriculum technology integration plans for the District.
 - b) Researches best practices, products and applications to meet and support the curriculum technology integration needs of the District
 - c) Provides assistance to staff members on job-related technology.
 - d) Designs and implements teacher, student and staff training to support curriculum with technology.

- e) Show teachers the applications and best practices of instructional technological tools to improve student learning.
 - f) Assists district administration to provide technology resources to their staff within the framework of the curriculum development process.
 - g) Collaborates and works with technology staff and the Director of Educational Services to ensure the implementation of best practices and products to meet and support the instructional technology needs of the District.
- Provides teachers, students, and staff with hands-on technical support and troubleshooting, as needed.
 - Supports building principals and program directors in providing leadership and coordination of building level intervention programming. Programming areas may include: Math and Reading Corp., AmeriCorp., ADSIS grant personnel, and student assistance team (SAT) support.
 - Performs other duties as assigned. Communicates the District’s educational vision and philosophy to the employees, students, parents, and community. Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, District and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
 - Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	Less than high school diploma		Master’s Degree required.
	High school diploma or GED		
	1 year college		Major field of study or degree emphasis: Educational Administration, Instructional Leadership or related area.
		2 years college	
	3 years college		
		4 years college	
	Bachelor’s Degree		
x	Master’s Degree		
	Doctorate		

- Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:**
- Knowledge of effective, research-based instruction, differentiated instructions, behavior management, classroom management, data driven decision-making; technology integration, and effective instructional strategies to use with diverse learners.
 - Knowledge of effective professional development to support both individual teacher and faculty needs.
 - Knowledge of current trends, theories and technologies pertaining to learning and instruction.
 - Knowledge of instructional technologies and software, equipment, tools and devices used for presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the District.
 - Knowledge of best practices for incorporating technology into classroom curriculum, school programs and operations.
 - Knowledge of K-12 educational operations as well as federal and state mandates and best practices.
 - Fundamentals of teaching methods and concepts for youth through adult learners of technology.

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Required Work Experience in Addition to Formal Education/Training: Minimum of three (3) years teaching experience.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Teaching license issued by the Minnesota Department of Education.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> ● Planning and delivering effective instruction and tech integration. ● Planning, coordinating and implementing District curriculum, technology integration, professional development, projects and programs. ● Consulting with, advising, and collaborating with staff concerning issues, objectives, goals and strategies for the integration of curriculum technology throughout the District. ● Effectively presenting complex materials in an understandable manner and responding to questions in both individual and group settings. ● Communicating clearly and concisely, both orally and in writing. ● Analyzing and interpreting student testing or other statistical data. ● Working with technology and technological systems. ● Organizing, self-directing, and managing time. ● Performing duties with awareness of all District policies.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		0
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Work is performed in a typical school district office setting where the employee is exposed to minimal environmental or physical hazards or risks associated with performing the requirements of the job.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Sedentary Work: Exerting up to twenty-five (25) pounds of force occasional and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.	
Classification History:	Description created by ISD 110 Human Resources 3/2023