

Human Resources Section
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School Support/School Improvement Specialist (429)
Area of expertise: Language Arts or Special Education
Office of Educational Support, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under the direction of the Executive Director, School Support/School Improvement will support school improvement initiatives for Oklahoma public schools in alignment with the requirements of the *Elementary and Secondary Education Act (ESEA)*. Assist with the research, development and implementation of research-based instructional programs and high quality professional development administered by the Office of Educational Support.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a master's degree [*official transcript(s) required*]
- Possession of a valid standard teaching certificate
- Five years of experience teaching or coordinating the instruction of reading/language arts and/or special education (preferred)
- Experience as an instructional coach, principal, and/or other leadership position (preferred)

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of state, federal laws, including school improvement.
- Considerable knowledge of modern teaching techniques, methods, and practices; trends, and sources of information in the field of reading/language arts/literacy; knowledge of techniques of reading programs.
- Ability to establish and maintain effective working relationships with other employees, school officials, the general public, and the United States Department of Education; to express clearly and concisely the philosophies, practices, and policies of the Oklahoma State Department of Education, as well as ideas, strategies, and programs relating to reading/language arts/literacy or special education instruction; to judge a situation and adopt an effective course of action; to conduct needs-based in-service in reading/language arts/literacy.
- Knowledge of technology and software (Webinars, Interactive White Boards, Microsoft Office) and ability to use it to maximize efficiency and services.
- Applicants must be willing and able to perform necessary job-related travel, in state and out of state.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.
- Applicant must be able to multi-task and be well organized.
- Ability to work and serve as a productive member of a team; collaborate and communicate in an effective manner.
- Create, construct and revise necessary job related documents.

EXAMPLES OF WORK PERFORMED

- Provide leadership for improved student achievement in the areas of reading/language arts/literacy, special education and instructional best practices.
- Assist with the implementation of the *C³ Standards* reading/language arts/literacy standards; recommend research proven strategies to educators.
- Organize and conduct workshops in reading/language arts/literacy programs to disseminate current ideas, methods, techniques and research proven strategies to elementary, middle and secondary levels.
- Represent the agency as consultant, presenter, and speaker for educators.
- Collaborate with other members of the School Improvement Office and other departments on joint projects including supporting schools in improvement, corrective action, restructuring, and/or School Improvement Grant (SIG) schools.
- Provide technical assistance in the implementation of technology based school improvement plans.
- Assist with reading and approving school improvement plans, grants, budgets, and monitoring as required by USDE.
- Assist with reading and writing grants as assigned.
- Provide technical assistance and support to schools in improvement and SIG schools.
- Serve on multiple School Support Teams.
- Assist with all other duties as assigned.

COMPENSATION

Annual Salary - \$47,985 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691

Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 7152

Posted: July 31, 2012

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