

Classification Description



PINAL COUNTY

Enriching Lives Beyond Expectation

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

Classification: EDUCATION SPECIALIST

Class Code: TBD
Department: Superintendent of Schools
Pay Grade: 12
FLSA Status: Exempt

JOB SUMMARY

Facilitates the provision of the professional development needs of school and district personnel in instruction and content of assigned subject area in correlation with the Arizona College and Career Readiness Standards in order to improve and enrich the performance of students in Pinal County.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Plans and conducts ongoing professional development opportunities in coaching/mentoring/support and provides assistance in instruction in assigned content area.
- Conducts a survey of the professional development and technical assistance needed in instruction by schools and districts.
- Contacts and schedules qualified personnel to provide professional development for schools and districts in Pinal County.
- Provides a schedule of professional development opportunities in instruction and content throughout the year.
- Coordinates and presides over all professional development offered.
- Complies with budgeting and documentation regulations.
- Maintains current knowledge of accepted research, approaches, assessment, instruction, interventions and best practices in assigned subject area.
- Possesses knowledge of scientifically based research in assigned subject area.
- Provides technical support for schools and districts in interpreting data for the purpose of improving instruction.
- Incorporates current technological tools to increase job performance.
- Develops and finalizes reporting requirements for project activities and budget expenditures.
- Must comply with A.R.S §13-3620 mandatory reporting requirement and any other student safety requirements.

- Promotes and adheres to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintains absolute confidentiality of work-related issues and restricted County information.
- Performs other related duties as required.

POSITION SPECIFIC DUTIES:

- None.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Master's degree in Education with current SEI Endorsements
- Valid Arizona Teaching Certificate.
- A minimum of five years of successful classroom instruction
- Expertise in assigned subject area content and pedagogy at the elementary and/or secondary school level
- Knowledge of current and accepted research, assessment, instruction and best practices in assigned subject area.
- Demonstrated competency in presentation and group facilitation with adult learners
- Subject to additional background verification dependent on unit assigned and population served.

Knowledge, Skills and Abilities:

- Ability to speak in a clear and well-organized way to communicate complicated ideas and provide comprehensive professional development to others.
- Ability to use evaluations and direct feedback to improve the effectiveness of trainings and services.
- Ability to establish and maintain effective working relationships with the Pinal County School Office, Arizona Department of Education, school districts.
- Ability to establish an open and honest accountability system with supervisor.
- Ability to work effectively with a variety of people
- Ability to work collegially and productively with multiple teams of people.
- Ability to travel to school locations throughout the county.
- Ability to work independently with minimal supervision.
- Ability to perform duties in a timely and professional manner.
- Demonstrate flexibility and adaptability in the performance of duties.

PHYSICAL DEMANDS:

The work requires the ability to finger, grasp, perform repetitive motion, hear, speak, and demonstrate mental and visual acuity. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Education Specialist

Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date