



## **PROGRAM SPECIALIST – HIGH QUALITY INSTRUCTIONAL MATERIALS (HQIM)**

Certificated Job Description

### **IMMEDIATE SUPERVISOR:**

Assigned Director

### **POSITION SUMMARY:**

A Program Specialist for Kern County Superintendent of Schools' High-Quality Instructional Materials (HQIM) project will plan, organize, and facilitate professional development as well as design, curate, and vet high-quality instructional materials and related resources. This position will collaborate with other curriculum, technology, and professional development leaders to ensure the success of a statewide OER platform.

### **ESSENTIAL FUNCTIONS:**

1. Assists with the creation, curation, and review of HQIM content to support the addition of high-quality curriculum and instructional resources in alignment with state frameworks and CA state standards in all content areas and grade bands, including CA ELD Standards.
2. Act as a resource by planning, coordinating, and facilitating all assigned professional development and meetings related to the High-Quality Instructional Materials (HQIM) project.
3. Manages the development and design of asynchronous training materials.
4. Attends, presents, and participates in assigned conferences, meetings, and committees.
5. Travel to various sites and meeting locations throughout the State as needed.
6. Coordinates with the technical support team.
7. Collaborates with the Project Director and curriculum & instruction team of specialists and coordinators on California Educators Together platform needs and updates.
8. Function as part of a team to evaluate all aspects of the project; assists with follow-up surveys with all participants and make recommendations in support of continuous improvement and reporting to various stakeholders.
9. Coordinates support with other COEs as well as plans, organizes, and promotes various activities necessary for the success of the project.
10. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of fundamental principles of quality professional development, effective teaching, and curriculum development.
2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills to support all content areas and grade bands.
3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum, and instruction.
4. Knowledge of and willingness to stay abreast of the use of data, data analysis, and data visualization.
5. Knowledge of and willingness to stay abreast of effective instructional strategies and materials.
6. Demonstrate personal characteristics that are conducive to good communication and self-management.
7. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
8. Must possess a private vehicle, valid California driver's license, and carry current automobile insurance with at least minimum coverage for public liability and property damage.
9. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

**B. Professional Qualifications:**

1. Demonstrate the highest standards of professional integrity, honesty, ethics, confidentiality, and professionalism.
2. Ability to express oneself effectively in public, in conferences, and in writing, and to use these skills to lead professional development meetings.
3. Ability to provide leadership in the development and implementation of instructional practices.
4. Ability to work harmoniously and effectively with administrators, other staff members, program participants, district partners, and stakeholders.
5. Proven ability to work effectively with diverse groups and individuals.
6. Ability to effectively structure, organize, systematize and complete tasks and activities.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

**A. Education:**

1. Must hold a Bachelor's degree from an accredited college or university.
2. Must hold appropriate California Teaching Credential(s).
3. Master's degree preferred.

B. Experience:

1. Successful teaching experience in a general and/or special education classroom.
2. In-depth experience and knowledge in developing and conducting professional development activities for adults.
3. Successful experience in curriculum development and implementation of reform documents, standards, frameworks, and student assessment.
4. Successful experience in the use of research-based instructional strategies.
5. Experience mentoring or training teachers is preferred.

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