

Staff Development Specialist

It is the duty of the Staff Development Specialist to assume the responsibilities assigned in planning, implementing, monitoring, and evaluating programs and services to the component districts. Directly responsible to the Executive Director of Regional Success.

Duties and Responsibilities Include:

- **General:**

- Provide leadership in the field in the areas of professional development, program and service development, data collection and analysis, and program evaluation.
- Provide support in the integration of regional, state, and national trends in education.
- Be responsive to the needs of the component districts.
- Collect, analyze, share data relevant to your services and student achievement.
- Maintain a positive, efficient, effective, professional work environment.
- Collaborate with all stakeholders (districts, CiTi, other departments, colleagues, etc.) in order to provide high quality, comprehensive services.
- Follow all CiTi policies and procedures.

- **Fiscal Management:**

- Provide input into the program budget.

- **Instruction/Professional Development:**

- Work with component districts and CiTi programs to determine instructional and curricular needs based on data.
- Facilitate the professional learning and growth of our educational constituency.
- Schedule, facilitate, and evaluate professional development delivered in a variety of formats.
- Integrate research based/best practices into professional development.
- Keep current in the field.
- Serve as a liaison between NYSED, CiTi, the component districts and other relevant professional organizations.
- Participate in relevant and appropriate regional, state, and national organizations.

- **Title Specific:**

- Provide content specific support.

- **Other:**

- Assume additional duties and responsibilities as assigned by the Executive Director of Regional Success and/or the Assistant Superintendent of Instructional Support.

Qualifications:

- New York State Teacher Certification
- Reading/Literacy certification preferred
- The successful candidate will demonstrate solid working knowledge of Reading Pedagogy and the fundamentals of ELA Instruction
- Five years' experience in classroom teaching
- Demonstrate proficiency in good communication skills, effective instruction, and organizational and management skills, effective use of technology to support communication, presentations, and instruction.