



Northeast Arizona Regional Center: Job Opening

Position: Education Specialist: AZ College and Career Ready Standards implementation

Job Type: Contract/ Full Time

Location: Northeast Region (primarily Navajo and Apache County) **Primary Office located in:** Show Low

Salary Range \$40,000.00 to \$46,000.00 based on experience

Position Overview: Responsible for development and implementation of curricular resources and implementation of the Arizona College and Career Ready Standards and STEM integration. Design professional development, secure and manage resources for implementation of the ACCRS.

Position Qualifications:

Master's in Curriculum and instruction or Educational Leadership required. A minimum of three (3) years of teaching experience required. Holds valid Arizona Education Certificate

OR

36 or more credit hours (in an appropriate coursework pertinent to the position) beyond a bachelor's degree. Bachelor's degree and at least three (3) years of experience in a standards coordinator or instructional coach role.

Knowledge, Skills & Abilities

- Applicable techniques used in studying educational programs, including project planning, methodology, reporting, and processes.
- Knowledge of research methods and techniques.
- Computer Literate: Microsoft Word, Excel, PowerPoint or Keynote, Outlook, and Internet Research.
- Excellent interpersonal, leadership, and communication skills.
- Effective planning and organizational skills.
- Ability to analyze administrative problems and develop courses of action.
- The ability to work well under pressure in a multi-task environment.
- Ability to apply professional knowledge and administrative ability to the specific education project.
- Ability to reason logically and think independently and creatively on educational projects.

- Knowledge of the principles of file and records management.
- Knowledge of trends and practices in PK-12 education.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, evaluating, analyzing, identifying and recommending solutions to problems.
- Skill in producing written reports for internal and external audiences.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, and others having business with the Navajo County ESA.

Essential Job Functions

*The following EXAMPLES OF DUTIES are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. The following provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

Implement plans aligned to RTTT MOU and Scope of Work requirements and the Northeast Arizona Regional Center (NEARC) vision, mission, and goals. Implement professional development and consultant services as requested aligned to implementation goals of the ACCS for Regional LEAs and Charters. Ensure all interactions, both written and verbal, are aligned to the NEARC vision.

Evaluate needs of educators to develop plan of support for regional participants. Develop menu list of support and services available to all NEARC LEAs. Communicate schedule of new offerings, dates, locations, instructor/facilitator, and fees every six months to all LEAs and charter schools for menu options. Plan and provide leadership for meetings and workshops to disseminate pertinent information regarding standards professional development.

Develop professional development priority schedule for module and workshop development in collaboration with other Regional Educational Specialists and Instructional/Standards Specialists. Design, develop, and implement high quality professional development courses for Phase 1, 2, and 3 Arizona College and Career Ready Standards implementation for teachers and leaders including scripts, slides, handouts, videos, and other materials. Provide support for the instructional/Standards Specialists. Collaborate with Specialists to evaluate the overall effectiveness of standards implementation. Survey on-going needs of participating educators. Evaluate the effectiveness of Standards professional development.

Maintain active networking and informational sources to ensure current and relevant guidelines, resources, and compliance related to the areas of curriculum and assessment at the local, regional, state, and national levels. Maintain current website information and resources on Arizona Common Core Standards and assessments. Collaborate with Regional team members in the design and implementation of professional development resources with integrated short-term and long-term instructional planning using Arizona Common Core Standards and content pedagogy.

Performs other functions as assigned.

EMPLOYEE BENEFITS

- Arizona State Retirement System: Employees working at least 20 hours per week for 20 weeks or more
- Health/dental and life benefit premiums paid for employee

Application Procedures:

Interested parties may download the application from:

<http://www.navajocountyaz.gov/schools/employment.aspx>

1. Complete and submit application.
2. Submit letter of interest and resume
3. Copy of Arizona Teacher Certificate
4. Return completed packet to Navajo County Education Service Agency, PO BOX 668; Holbrook, AZ 86025