

## **Educational Service Unit #1 Job Description Teaching & Learning Specialist**

*It is the policy of Educational Service Unit #1 to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Administrator.*

- A. Job Title:** Teaching & Learning Specialist
- B. Department:** Teaching & Learning
- C. FLSA Status:** Professional - Exempt. The employee has the primary duty of performing office or non-manual work directly related to the management general business operations of ESU #1. The employee customarily and regularly exercises discretion and independent judgment or has a primary duty of performing administrative functions directly related to academic instruction or training in the school district or a department or subdivision.
- D. Reports To:** Administrator
- E. Essential Requirements: (Education, Certification, Extended Experience and Technical Skills):** Master's Degree in Educational field; Relevant Leadership Roles and Classroom Experience; Current Nebraska Teaching or Administrative Certificate; Facilitation and Training Skills for Adult Learners; Technology Skills.
  - 1. No history of child abuse or negligence
  - 2. Successfully pass required background checks.
  - 3. Regular and dependable in person attendance is required.
- F. Essential Responsibilities and Job Tasks:**
  - 1. Understand and comply with the ESU1 Board of Education Policies and Employee Handbook.

### Job Tasks:

- Provide in-district, regular service, support, assistance, guidance, coaching, and/or consultation to ESU1 member districts in all areas of instructional and educational leadership, including but not limited to: curriculum, instruction, assessment, coaching models, instructional rounds/walk throughs/observations, teacher leadership, professional learning communities, addressing achievement gaps, state accountability, continuous improvement, etc.
  - o Consultation with administration and their designees
  - o Presentation/workshop facilitation
  - o Coaching of member schools' selected staff

- Establishing and maintaining interpersonal relationships with others that are constructive, and cooperative.
- Develop, deliver, and evaluate project services.
- Communicate with people inside and outside the organization, representing the organization positively and professionally. This information can be exchanged in person, in writing, or by telephone, e-mail or social media; in meetings, conferences, or presentations.
- Maintain accurate, timely, and complete records of all services provided.
- Attend local and regional meetings germane to the role and responsibilities.
- Maintain current knowledge and awareness of resources related to the duties outlined.
- Collaborate with others on multiple levels to ensure the best possible service for member districts.
- Other Duties as assigned by the ESU1 Administrator.

**G. At Will Employment:** Employment with ESU #1 is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with ESU #1 is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in a writing signed by the Administrator.

**H. Essential Physical Requirements:**

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67 +%
Standing			X	
Walking			X	
Sitting			X	
Bending/Stooping			X	
Reaching/Pushing/ Pulling			X	
Repetitive Hand Movements				X
Climbing Stairs		X		
Driving			X	
Lifting up to 50 Pounds		X		
Carrying 20 Feet		X		

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor.