

Achievement Specialist for Personalized Learning

Required Qualifications:

- Master's Degree or equivalent in education field.
- Five years successful teaching experience.
- Administrator 1 Certificate
- Three years of experience with coaching and mentoring including program development, training and evaluation.
- Knowledge of the Learning Forward standards, including learning designs.
- Knowledge and experience with instructional technology and blended learning.
- Knowledge of effective curricular and instructional practices.
- Experience in providing professional development.
- Knowledge of data collection, analysis and program evaluation.

Preferred Qualifications:

- Experience with school wide initiatives to support students.
- Knowledge of adult learning theory and practices.
- Familiarity with FCPS policies, goals and programs.

Essential Functions:

The Achievement Specialist is responsible for oversight and leadership in the areas of instructional programming, assessment, accountability, and professional learning consistent with the goals and objectives of Frederick County Public Schools. Reporting directly to the Executive Director of Curriculum, Instruction and Innovation, the Achievement Specialist performs the following duties:

Essential Functions

- Coordinates professional learning (PreK-12) for implementation of instruction and assessment practices that personalize learning for students.
- Assists in the design and implementation of new teacher workshops, MSDE credit workshops, and professional learning.
- Identifies opportunities to target professional learning to meet the needs of all professional staff, including online courses and other non-traditional opportunities.
- Supports school leaders with coaching and mentoring of personalized learning.
- Consults, collaborates, and communicates within the ACTS division as it relates to personalized learning initiatives, including competency based education and blended learning.
- Effectively manages large, complex projects, some of which may involve third party vendors and contractors.
- Utilizes project management models/techniques to oversee the planning and coordination of multiple projects and works closely with central and school-based staff to minimize project impact on day-to-day operations and instruction.
- Supports field tests of learning materials, software, hardware and applications that support student learning and data management and reporting.
- Regular and predictable attendance.

Assists in instructional supervision.

- Assists in the coordination of consistent implementation and maintenance of instructional programs.
- Assists in monitoring the curriculum.
- Assists in monitoring the use of instructional methods and materials.
- Assists in determining program needs.
- Assists in the development and installation of new programs.

Assists in the organization of the school program.

- Assists in the organization of the school schedule to support personalized learning.
- Assists with aligning school based initiatives and professional learning that support personalized learning initiatives.

Assists in promoting consistent discipline in the school.

- Confers with teachers and administration to support school wide initiatives designed to build a culture of achievement and student agency.
- Coaches school staff in regard to personalized learning structures, tools and strategies.

Identifies, supports, and leads the professional learning for the ACTS division.

- Gathers data linked to student achievement to determine needs for professional learning of staff.
- Works collaboratively with schools to provide training and support to schools in the improvement process including the Classroom Focused Improvement Process.
- Effectively leads, challenges, and motivates teams to effective solutions, innovations, and quality customer service.
- Facilitates cross training within the division.
- Facilitates the process of forecasting resource availability and matching staff to appropriate projects in support of organizational goals and objectives.

Performs other duties as assigned by the Executive Director of Curriculum, Instruction and Innovation including:

- Communicates information and prepares reports for the Executive Director of Curriculum, Instruction and Innovation.
- Responds to questions and requests for information related to student achievement data, instructional programming and assessments.
- Represents FCPS in appropriate county/state committees and/or partnerships.
- Supervises assigned projects including requirements analysis, quality control, implementation and development activities, and system documentation.

Salary:

- Administrative & Supervisory Salary Scale, Grade 1, 12-month position, \$66,405 - \$120,711

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