

JOB DESCRIPTION

Title: Licensure and/or Professional Development Educators
FLSA Status: Exempt
Reports to: Licensure or Professional Development Directors &/or designee

Purpose: To teach graduate level courses and professional development workshops, either in person, blended or fully online for educator licensure or professional development through the Collaborative for Educational Services' (CES) Professional Development Programs (including Educator Licensure) and/or to design and facilitate professional development courses, workshops and technical assistance for administrators, teachers and other licensed educators in various areas of practice.

Essential Functions:

- Deliver professional development (courses, workshops, coaching or technical assistance) for administrators, teachers, other licensed educators and paraprofessionals aligned to the High-Quality Professional Development Standards and Educator Licensure Subject Matter Knowledge requirements as determined by the Massachusetts Department of Elementary and Secondary Education and informed by current research
- Deliver professional development courses and workshops in multiple modalities (face-to-face, blended, or online) in support of the department's strategic planning efforts
- Contribute knowledge of evidence-based practice in area(s) of expertise to CES educational program projects
- Review, understand, and revise course or workshop syllabus to align with current accepted high-quality practice
- Work closely with other instructors and facilitators who teach the same workshop or course so that content and readings are aligned
- Respond to such requirements as may be set by CES through our professional development programs and/or licensure program leaders regarding teaching, curriculum, and supplementary requirements (e.g., syllabus review in consideration of student course waiver requests)
- Respond to requirements set by CES's educational partners, including Fitchburg State University and other institutions of higher education, as many courses are offered for graduate credit through those institutions.
- Nurture supportive and mentoring relationships with students

Other Duties and Responsibilities:

- Participate in such professional development as may be required by CES
- Participate in institute of higher education supervised observations
- Provide advice and guidance to students as appropriate and in alignment with CES Professional Development and Educator Licensure policies and procedures

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- Keep program directors & staff informed about issues that arise in courses
- Communicate with other instructors of your course
- Respond to planning and other requirements communicated through CES administrative staff

Required Qualifications:

- Knowledge of Current issues associated with the course content being taught
- Experience with Teaching students with special needs, English Language Learners, and students in diverse populations
- Experience as an instructor or administrator in Pk-12 education
- Master's Degree, a requirement for Fitchburg State University and other institutions of higher education. *For example, if a course is offered for graduate credit, instructor must apply for adjunct faculty status with Fitchburg State University.*
- Strong writing and speaking skills
- Basic competence in the use of Google tools
- Urban and rural school experience a plus
- Success in teaching (if possible, classroom teaching in a public school) and, for those in the administration programs, success in supervising a school or district or providing them with relevant consulting services
- Success in maintaining positive relationships under complex circumstances
- Demonstrated professional development presentation skills which are highly engaging
- Experience implementing the practices of Universal Design for Learning (UDL)
- Success in teaching online or the capacity to learn quickly how to teach online
- Effective communications skill, both verbal and written
- Interpersonal skills that will ensure positive relationships with instructors and with CES personnel – supervisory and administrative
- Application of principles of adult learning to design and deliver effective professional development
- Readiness to learn new technology applications to support educator training, including Canvas to deliver blended online courses
- Readiness to develop expertise in additional areas of practice
- Readiness to work independently and as part of a coordinated team

Measurable Outcomes

- Course outcomes are clear and well thought out
- Relationships with students are positive
- Courses are seen as both challenging and useful
- Students give high marks on instructor evaluation

Physical Demands:

- Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing.

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Working Conditions:

- Ability to handle interruptions and maintain productivity.
- Need to work independently and collaboratively.

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse populations we serve.