

Union Public Schools Job Description

Position Title: Project Based Learning Instructional Specialist
Department: Teaching and Learning
Reports To: Site Principal

FLSA Designation: Exempt
Calendar: 9/10 Month (177 days)

SUMMARY: Works as a colleague with classroom teacher to support student learning through Project Based Learning (PjBL).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Designs and implements well-organized individual and group PjBL learning opportunities for teachers.
- Models effective and differentiated PjBL instruction for teachers.
- Creates and delivers ongoing and embedded professional development for teachers and staff in PjBL.
- Assists teachers in aligning their instruction with robust teaching methods, standards, and student data.
- Increases teacher effectiveness by improving the quality of teaching and learning through ongoing support to teachers.
- Equips staff with resources and skills needed to implement effective PjBL instructional practices.
- Assists in designing and implementing PjBL assessments.
- Assists teachers with implementing instructional decisions based on PjBL assessments and student data.
- Creates a learning environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Supports extension and expansion of learning opportunities during school and after school with a focus on Design Thinking and maker spaces.
- Designs and provides learning opportunities for families and community connected to PjBL within the school maker spaces.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Helps gather materials and find resources to support PjBL implementation.
- Models/teaches/co-teaches – models lessons/strategies or co-teaches with the classroom teacher.
- Assumes personal responsibility to remain current in best practices and research through independent study.
- Demonstrates strong interpersonal skills and abilities to work as a member of a collaborative team.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the*

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree required.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.