

**Position Title: Focus School Regional School Support Specialist (RS³)**

**Location:** RESA 4

**Salary:** RESA 4 Salary Schedule

**Contract:** All RESA 4 employment agreements are for one year or less. RESA does not issue continuing employment agreements. The agreement for this position is 220 day employment term for FY 2016. The execution of this agreement is contingent upon funding. All RESA 4 personnel are will and pleasure employees of the West Virginia Board of Education.

**Job Description:**

Position is Grant Funded through the West Virginia Department of Education (WVDE), Office of Special Programs (OSP)

**Qualifications:**

* Master’s degree in education
* Experience with elementary or middle level education preferred
* Experience with special education preferred
* Experience with technology and data analysis
* Leadership experience
* Knowledge of support for Personalized Learning

**Job Goal:** Support the efforts to ensure that teaching and learning is designed and aligned to increase mathematics and reading language arts proficiency.

Increase the academic proficiency of all students, specifically the target proficiency rate of students with disabilities, utilizing a data driven intervention framework, to build the capacity to identify needs and determine strategies and practices designed for individual schools.

To provide assistance to identified School Leadership Teams, identifying and resolving barriers to achievement for all students.

Reports to Regional Education Service Agency (RESA) Special Education Coordinator/Director.

**Focus School Regional School Support Specialist (RS³) Roles and Responsibilities:**

Participate in activities designed to provide coaching, support and technical assistance for Focus Schools.

* Implement, and/or participate in the Focus School and Subgroup Intervention Trainings as well as required professional learning provided through the WVDE OSP
* Attend quarterly RS3 meetings/coaching sessions
* Provide and monitor implementation of professional learning and coaching aligned with WVDE Office of Federal Programs (OFP) and OSP goals and objectives for Focus Schools
* Ensure that any data and/or information needed for the WVDE OSP Focus School project evaluation is collected and reported in a timely manner to designated staff
* Complete the monthly WVDE OSP RS³ Log activities as well as any additional documentation of activities as required by the Focus Assistance Support Team (FAST)
* Schedule and conduct monthly school visits
* Participate in other responsibilities that may be assigned by the Focus Assistance Support Team (FAST) to meet goals and objectives

Support School Leadership Teams in the following components of the Focus School activities.

* Provide guidance to school leadership team and help establish teams within the school.
* Assist with the development of the school’s improvement plan and aid in monitoring and adjusting the plan as needed.
* Provide professional learning to support the implementation of the Focus School Activities required at the school.
* Provide leadership, support and technical assistance to schools and research and develop strategies/plans for overcoming identified deficiencies.
* Assist schools in developing a coherent and aligned set of expectations necessary to transform schools into outcome focused, innovative, accountable learning organizations as outlined in W. Va. 126CSR12, West Virginia Board of Education Policy 2322: Standards for High Quality Schools.
* Provide coaching and mentoring to teachers.
* Utilize research, best practices and assessment data to assist teachers and administrators in making informed choices about curriculum, instruction and instructional materials such as Support for Personalized Learning (SPL).
* Provide guidance to the principal regarding best practices, knowledge of data analysis, resource allocation and managerial practices of the school.

Reports To: RESA 4 Director

Application: Send a letter of application, resume, and the names of three

 references with phone numbers and e-mail addresses to:

 David A. Warvel, Executive Director

 RESA 4

 404 Old Main Drive

 Summersville, WV 26651

Application Deadline: Tuesday, May 26, 2015 by 4:00 PM

**Applicants may note the simultaneous posting of Focus School Regional School Support Specialist and Graduation 20/20 Regional School Specialist.  Applicants whose credentials qualify them for more than one position are invited to note in a cover letter their desire to be considered for multiple positions under review of one application and supporting materials**.

Equal Employment Opportunity: “Equal employment opportunity will be granted to all persons regardless of age, race, creed, national origin, or handicap and no discrimination based upon such factors will be made in salary, promotion, demotion, transfer or termination of any employee.”