

## JOB DESCRIPTION

**Title:** Education Specialist II, Leadership

**Classification:** Admin/Prof

**Exemption Status/Test:** Exempt/Professional

**Job Grade:** 5

**Department:** Accountability and Leadership Solutions

**Reports To:** Director

### **Job Goal:**

Design and deliver professional development, services, and products to meet the needs of district and campus administrators in support of the ESC's core purpose and strategic goals

### **Qualifications:**

#### **Education**

Master's degree

#### **Certification**

1. Texas Educator Certificate
2. Principal Certificate

### **Experience**

1. Three years of experience in campus administration as assistant principal and/or principal or three years district level leadership experience
2. Five years of teaching experience in a traditional district/charter school
3. Experience developing and presenting professional development

### **Special Knowledge and Skills**

1. Broad-based knowledge of school leadership and administration
2. Exemplary written and oral communication skills

### **Preferred Qualifications:**

1. T-TESS certification
2. AEL certification
3. T-PESS certification

### **Major Responsibilities:**

1. Develop, present, and facilitate effective professional development.
2. Develop products to support instruction and programming.
3. Provide technical assistance and customized services.
4. Provide leadership in planning, developing, implementing, and evaluating professional development, services, and products in the area(s) of responsibility.
5. Assist with planning and implementation of ongoing needs assessment and services for Region 4 customer districts.

6. Assist in planning and developing special project activities, e.g., grant proposals, interdepartmental services, demonstration sites, research studies, and other customer-based projects.
7. Ability to set goals, develop and meet timelines and work with limited supervision.
8. Participate in developing communication networks between Region 4 and customer district personnel.
9. Engage in professional development to maintain knowledge and skills in area(s) of responsibility.
10. Participate in state level functions related to area(s) of responsibility.
11. Provide technical assistance and services as specified by any applicable federal grant that funds this position.

**Supervision/Personnel Management**

None

**Physical Demands/Environmental Factors/ Mental Demands:**

Frequent use of standard office equipment; prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; repetitive hand motions (keyboarding and use of mouse); occasional light lifting and carrying (less than 20 pounds); may work prolonged and irregular hours; occasional statewide travel; work with frequent interruptions; maintain emotional control under pressure.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_