

JOB TITLE: Academic Regional Technical Assistance Coordinator

EMPLOYING AGENCY: CESA 5 or to be determined **DEPARTMENT:** Wisconsin Rtl Center

FLSA STATUS: Exempt **REPORTS TO:** Assistant Director

TERMS OF EMPLOYMENT: Full time, 220 day working days
Start date August 1, 2017

POST DATE: May 24, 2017 **CLOSED DATE:** When filled

APPLICATION INFORMATION: To apply, please submit a letter of interest, resume, and license credentials to hr@wisconsinrtlicenter.org. Please direct all questions to this email address as well.

REGIONS SERVED: This position will focus on servicing schools located in the CESA 2, 3, and 5 regions. It requires travel though out those regions and state-wide travel at a minimum of 50%. This includes day and some overnight travel. The Wisconsin Rtl Center is a virtual office environment. This position is based out of a home office and should live within the regions it serves.

LICENSE AND EDUCATION REQUIREMENTS: Current teaching license required.
Prefer a master's degree in education, educational administration, professional development, or related field and a minimum 5 years of related experience and/or training. Require a bachelor's degree in education and a minimum of 10 years of related experience.
A valid driver's license is required.

INTERVIEW TIMELINE: Interviews will be conducted in June and early July. Select candidates will be contacted.

SUMMARY

The Wisconsin Rtl Center is committed to making sure all students will learn and be successful in life. We support schools and districts to build capacity, adopt and implement high quality practices, make informed decisions, ensure sustainability of efforts and increased when implementing a multi-level system of supports.

Under the direction of the Assistant Director, the Academic Regional Technical Assistance Coordinator (TAC) provides academic focused technical assistance, support, and professional development to schools, districts, CESAs, institutes of higher education, and other professional organizations as they work to implement and sustain their multi-level system of supports. Work aligns with the Center's vision, mission, and strategic plan and as outlined by the Wisconsin Department of Public Instruction.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide academic focused regional technical assistance and supports in an effort to build schools', districts', and CESAs' internal capacity to implement and sustain their multi-level system of supports. This includes the use of face-to-face supports, tools, resources and technology-based supports.
- Collaboratively design, coordinate, and deliver professional development opportunities including but not limited to training and networking sessions to schools, districts, CESAs, at all levels of implementation.

- Provide technical assistance and professional development to internal staff, increasing fluency and capacity and resulting in staff's ability to have a more comprehensive understanding of academic supports in a multi-level system of supports.
- Assist in the development and implementation of school and district evaluation activities and data-based decision making.
- Review and analyze regional training and implementation data. Regionally collaborate with other technical assistance coordinators to develop plans and activities that support and further implementation of multi-level system of supports.

For a complete listing of job duties click [here](#).

SUMMARY OF QUALIFICATIONS

- Experience working at the middle and high school level preferred.
- Experience implementing Wisconsin's vision of multi-level system of supports for schools and districts with an academic focus. Prefer focus at the middle and high school level.
- Deep knowledge around systems implementation and continuous improvement processes
- Knowledge of current best practices in the area of equity, including culturally responsive practices
- Familiar with best practices for positive behavior supports
- Successful experience working cross-culturally, including a commitment to continually developing one's own cultural competence.
- Experience with curriculum design and coordination for staff development and school improvement activities
- Experience providing professional development to educators
- Experience implementing effective instruction, collaboration, and strategic use of data – preferably with a specific focus on the Wisconsin RtI Framework
- Experience coaching district and school level leadership teams around school improvement data based decision making and support
- Experience planning and facilitating formal group discussions and collaborative efforts at the school, district, and regional level
- Knowledge of school-wide systems of RtI, school reform, and multiple systems perspectives (education, special education, mental health, etc.)
- Excellent communicator including written ideas, verbal thoughts, and presentation skills
- Demonstrated experience building strong relationships internally and externally
- Deep understanding of organizational culture and practices
- Outstanding decision making abilities
- Comfortable dealing with ambiguity
- Innovative, displaying original thinking and creativity

For a complete listing of job duties click [here](#).