

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

INSTRUCTIONAL STAFF

INNOVATION SPECIALIST

QUALIFICATIONS: This position is open to tenured classroom teachers who have experience leading collaborative efforts with their colleagues.

GENERAL RESPONSIBILITIES: The Innovation Specialist will serve the teachers of RFH by providing job-embedded professional support through coaching, modeling, planning and presenting. The Innovation Specialists will work together as a team to provide the teaching staff with support in the areas of technology, student-centered pedagogy, digital citizenship and other areas of professional need.

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REPORTS TO: Superintendent

RESPONSIBILITIES:

1. Twelve (12) hours of initial training in late July annually;
2. Four (4) quarterly after school 1 hour training/meeting/updates annually;
3. Sixty-Eighty (60-80) hours of professional collaboration and leadership annually to include:
 - a. One-Two (1-2) hours per week sharing resources, visiting classrooms, collaborating on lesson plans and the implementation of district initiatives, modeling lessons as needed (before school, after school, or during prep periods)
 - b. One – Two (1-2) hours per month facilitating professional learning during Early Dismissal Mondays
 - c. One – Two (1-2) hours per month working with mentors and new teachers (after school)
 - d. Six-Twenty (6-20) hours per year providing professional development sessions on PD days

TERMS OF EMPLOYMENT: Ten-month work year, Stipend-Only Position. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

APPROVED BY RFH BOARD OF EDUCATION: August 6, 2019

AMENDED AND APPROVED BY THE RFH BOARD OF EDUCATION:
March 28, 2022