

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL  
74 RIDGE ROAD  
RUMSON, NEW JERSEY 07760**

**Innovation Specialist**

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

**REPORTS TO:** Director of Curriculum

**PRIMARY FUNCTION:** 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 and will collaborate with department supervisors and the Director of Curriculum to provide the teaching staff with support in the areas of student-centered pedagogy, current and research based best practices for fostering engagement, collaboration and critical thinking in the classroom and other areas of professional need.

**SPECIFIC RESPONSIBILITIES:**

1. Training, needs assessment, brainstorming and preparation in the summer prior to the school year.
2. Organization of, planning for and facilitation of New Teacher Orientation and professional development for full staff as needed in the summer prior to the school year.
3. Organization of, planning for and facilitation of mentor/buddy training during the opening professional development days of the school year.
4. Quarterly training/meeting/updates with the Director of Curriculum.
5. Regular and consistent professional collaboration, research, networking and leadership which may include:
  - sharing resources, visiting classrooms, coaching staff to improve instruction, collaborating on lesson plans, modeling and co-teaching lessons and the implementation of district initiatives, modeling lessons as needed (before school, after school, or during assigned periods).
  - facilitating professional learning during faculty meetings, department meetings and staff professional development times and days as needed.
  - facilitating professional learning and growth working with mentors and new teachers, including monthly after school New Teacher meetings.
6. Other tasks related to improving the teaching and learning at RFH as necessary and directed by the Director of Curriculum.

**EVALUATION:** Innovation Specialists will be evaluated annually by the Director of Curriculum.

**APPROVED:** April 25, 2023