



ANTICIPATED VACANCY

Position: Wrap-around Specialist - part time

Reports to: Director of School Improvement and Professional Learning
Work Schedule: Part Time
FLSA: Exempt
Location: NWGA RESA (3167 Cedartown Highway Southeast, Rome, GA, 30161)
Salary Schedule: Commensurate with degree and experience

POSITION OVERVIEW: Northwest Georgia RESA seeks to fill the position of Wrap-around Specialist. This position will be responsible for providing wrap-around services and support to NWGA RESA member systems. CSI, TSI, and ATSI schools will receive priority support.

MINIMUM QUALIFICATIONS:

- Must hold or be eligible for Georgia certification (T-5 or above)
- Minimum of five (5) years teaching experience.
- Experience in students services, counseling, or leadership preferred
- Ability to maintain professional relationships with others
- Excellent technology, written, and oral communications skills
- Demonstrated high level skills in leadership, interpersonal skills, planning, organization, presentation, and implementation of activities with minimal supervision

Working Conditions

- Office, online, and classroom environments
- Constant Interruptions
- Periodic travel

Physical Demands

- Dexterity of hands, fingers to operate computer keyboard
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Bending at the waist, kneeling, or crouching
- Ability to lift 25 lbs.

Essential Functions

- Provide wrap-around services and support to NWGA RESA member systems. Priority will be given to CSI and ATSI schools.
- Respond to system/school requests, as appropriate
- Plan, coordinate, and conduct content specific workshops, endorsements, job-alike meetings, and in-service training programs
- Develop courses, materials, and programs
- Initiate new ideas and share innovative information to improve RESA services
- Identify and evaluate common areas of potential needs or where improvements could be realized among high priority schools
- Collaborate with schools/districts to implement research based best practices
- Manage any grants programs assigned by Executive Director or designee

- Keep abreast of current educational research, build new skills, and read pertinent educational literature
- Attend conferences and training programs, as approved by the Executive Director
- Develop work schedule and document time
- Perform other duties assigned by the Executive Director

BEGINNING DATE: July 1, 2024

APPLICATION DEADLINE: May 10, 2023

TO APPLY: Submit a completed application on TeachGeorgia.org