

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PROGRAM SPECIALIST (INSTRUCTIONAL)

**SALARY SCHEDULE: INSTRUCTIONAL (MODIFIED)**

**COST CENTER: DISTRICT-WIDE**

**QUALIFICATIONS:**

- (1) Master's Degree preferred or Bachelor's Degree from an accredited educational institution.
- (2) Certified in the appropriate area and level.
- (3) Minimum of three (3) years successful teaching experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal, state and local laws, rules, and regulations governing area of responsibility. Expertise in curriculum in appropriate content area and level. Knowledge of best practices, appropriate assessment strategies and current literature. Ability to model in the classroom and collaborate with classroom teachers and principals. Positive communication skills. Listening skills. Organizational and time management skills. Flexibility. Conferencing skills. Synthesizing and distribution of information.

**REPORTS TO:**

Director

#### JOB GOAL

To assist schools and teachers with issues relative to a specific curricular area or level of instruction and provide the essential resources needed to better serve the targeted student groups and individuals.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Disseminate, implement and audit state and federal mandates.
- \* (2) Provide direct support to schools based on department initiatives and/or school requests.
- \* (3) Provide direct support to department and schools in specific areas of program expertise.
- \* (4) Assist in the completion of all District and department goals and initiatives.
- \* (5) Provide direction and training for appropriate staff development activities.
- \* (6) Assist in planning and implementing county-wide programs for the department.
- \* (7) Work with community-based agencies and resources.
- \* (8) Chair or serve on school or District committees relative to program area of responsibility.
- \* (9) Represent School District at regional and/or state-level conferences to acquire current knowledge and research to disseminate to District staff.
- \* (10) Assist in providing new teacher orientation.
- \* (11) Review, revise, develop and distribute information, materials / resources appropriate to the needs of District schools.
- \* (12) Promote parent and community collaboration of effective services delivered to students.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Provide for a safe and secure workplace.
- \* (15) Model and maintain high ethical standards.
- \* (16) Follow attendance, punctuality and proper dress rules.
- \* (17) Maintain confidentiality regarding school matters.

**PROGRAM SPECIALIST (INSTRUCTIONAL) (Continued)**

- \*(18) Keep supervisor informed of potential problems or unusual events.
- \*(19) Respond to inquiries and concerns in a timely manner.
- \*(20) Prepare all required reports and maintain all appropriate records.
- \*(21) Follow all School Board policies, rules and regulations.
- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities