

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ENGAGED QUALITY INSTRUCTION THROUGH PROFESSIONAL DEVELOPMENT (EQuIPD) TEACHER TRAINER

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Bachelor's Degree or higher from an accredited educational institution in appropriate area of specialization.
- (2) Valid Florida Educator's Certificate with Certification in science or math or STEM-related Career and Technical Education (CTE) for elementary or middle grades.
- (3) Minimum of three (3) years' successful K-9 classroom teaching experience in a STEM area.
- (4) Minimum of three (3) years' successful implementation of instructional technology.
- (5) Valid Florida Driver's License.

Desired Qualifications:

- (1) Master's Degree in a related field.
- (2) Previous work experience in a STEM field.
- (3) Two years of experience in instructional coaching or professional development facilitation.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic understanding of students and their needs. Knowledge of program requirements for all phases of the student's educational experience. Knowledge of local and state guidelines. Ability to interface with school personnel and parents. Evidence of ability and willingness to work collaboratively and with a commitment to collegiality. Microsoft Office skills.

REPORTS TO:

Applicable District Supervisor/Director

JOB GOAL

To ensure that teachers participating in the Engaged Quality Instruction through Professional Development (EQuIPD) project have the knowledge and skills to implement accessible STEM inquiry lessons for students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Offer support to teachers in Sarasota County and outlying districts as they implement new teaching strategies related to EQuIPD participation. Support includes:
 - Implementation of sample lesson modules;
 - Assessment of student work products;
 - Assessment of the effectiveness of system-thinking-focused lessons;
 - Technology Training;
 - Standards based lesson development/alignment for Inquiry, problem-based learning, Engineering Design
- * (2) Assist school districts in scheduling professional development sessions for non-participating teachers.

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- * (3) Assist participating teachers in planning and implementing these sessions.
- * (4) Attend and assist in implementing week-long summer institutes for participants.
- * (5) Attend additional training from vendor partners on the grant as needed.
- * (6) Follow-up day-long sessions for participants.
- * (7) Attend STEM business field trips for participants.
- * (8) Attend EQuIPD District Liaison meetings via Zoom.
- * (9) Attend coaching professional development sessions offered by University of Florida personnel or outside facilitators as directed by the Primary Investigator.
- * (10) Work directly with District leadership and IT staff to ascertain technology needs and to ensure school level support for teachers; to support alignment of the EQuIPD model to district teacher assessment models.
- * (11) Work directly with local workforce boards to encourage school/business partnerships and to facilitate interactions between participating teachers and STEM businesses
- * (12) Assist in EQuIPD data collection and analyses as directed by the Primary Investigator to measure and evaluate project initiatives
- * (13) Maintain accurate records of coaching interactions, to include a coaching log kept electronically
- * (14) Serve as liaison between EQuIPD management team and participating teachers
- * (15) Assist EQuIPD Project Manager with project coordination and logistics
- * (16) Post resources on the MicroSoft TEAMS site
- * (17) Fulfill other duties related to the success of the EQuIPD Project, as assigned
- * (18) Travel to and from partner schools
- * (19) Research and participate in professional activities to enhance job performance.
- * (20) Demonstrate initiative in the performance of assigned responsibilities.
- * (21) Provide for a safe and secure workplace.
- * (22) Model and maintain high ethical standards.
- * (23) Follow attendance, punctuality and proper dress rules.
- * (24) Maintain confidentiality regarding school matters.
- * (25) Keep supervisor informed of potential problems or unusual events.
- * (26) Respond to inquiries and concerns in a timely manner.
- * (27) Prepare all required reports and maintain all appropriate records.
- * (28) Follow all School Board policies, rules and regulations.
- * (29) Exhibit interpersonal skills to work as an effective team member.
- * (30) Demonstrate support for the school district and its goals and priorities.
- * (31) Sustained focus and attention to detail for extended periods of time.
- (32) 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 approval compensation plan. Length of the work year and hours of employment shall be those established by the District. The Coach will represent the project under the shared direction of the EQuIPD Primary Investigator at the University of Florida and the school district's Director of Curriculum. The Coach will be based in Sarasota, Florida. Coach services will involve travel to outlying school districts and weekend work.

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. 03

* Essential Performance Responsibilities