

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM SPECIALIST – PROFESSIONAL LEARNING GENERALIST (INSTRUCTIONAL)

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: LANDINGS 9053 (PROFESSIONAL LEARNING AND LEADERSHIP DEVELOPMENT)

MINIMUM QUALIFICATIONS:

- Minimum of three years classroom teaching experience
- Possession of or eligible for a valid regular Florida teaching certificate
- Bachelors or Master's degree from an accredited college or university

PREFERRED QUALIFICATIONS:

- Experience in instructional coaching or as a professional learning community (PLC) leader.
- Knowledge of and experience with data-driven instruction and assessment strategies.
- Certification in educational training or adult learning.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong presentation and facilitation skills, with the ability to engage and motivate adult learners.
- Proficient in the use of educational technology and digital learning platforms.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work collaboratively with faculties, administrators, district staff, students, and families.
- Ability to prepare and deliver professional learning, presentations, and workshops to varying audiences, including content area teachers and administrators.
- Ability to provide coaching and job-embedded classroom learning experiences to support and develop teachers.
- Ability to model evidence-based strategies to adult learners in various settings (e.g., workshops, blended learning courses, professional learning communities, webinars, etc.).
- Ability to provide intensive, high-impact interventions based on advanced progress monitoring data to students utilizing a variety of delivery models.
- Ability to analyze data and use it to inform support, decisions, response plans, and interventions for students and teachers.
- Skillful collaborator, evidenced by excellent oral and written communication skills, interpersonal skills, conflict resolution strategies, stress management, planning and organizational skills, and problem-solving methods.
- Ability to be flexible, work independently, efficiently manage time, and continue personal growth.

REPORTS TO:

Executive Director of Professional Learning and Leadership Learning

POSITION OVERVIEW:

The Program Specialist/Trainer in the Professional Learning Department will play a pivotal role in the development, implementation, and evaluation of professional learning programs across the district. This position is responsible for designing and delivering training sessions that meet the needs of educators at various stages of their careers, with a focus on improving teaching skills, integrating technology into instruction, and enhancing student learning outcomes. The ideal candidate will possess a deep understanding of educational pedagogies, adult learning principles, and effective professional learning practices.

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JOB OBJECTIVE:

The job goal of the Program Specialist in the Professional Learning Department is to enhance the professional learning, growth, and development of educators within the school district by designing, implementing, and evaluating effective professional learning programs. This position aims to improve teaching skills, facilitate the integration of technology into instruction, and ultimately enhance student learning outcomes. Through the delivery of high-quality training sessions, one-on-one coaching, and the development of collaborative professional learning communities, the Program Specialist will support educators at various stages of their careers, fostering a culture of continuous improvement, innovation, and excellence in education.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- **Develop and Implement Professional Learning Programs**
 - Design and execute professional learning workshops, seminars, and courses for teachers and administrative staff.
 - Tailor programs to meet the specific needs of educators at different stages of their careers.
- **Curriculum Development and Evaluation**
 - Collaborate with Curriculum Directors and Curriculum Program Specialists to develop, assess, and update curriculum materials for professional learning programs.
 - Ensure that content is aligned with current educational standards and best practices.
- **Needs Assessment and Program Evaluation**
 - Conduct needs assessments to identify areas for professional growth among staff.
 - Regularly evaluate the effectiveness of professional learning programs and make adjustments based on feedback and outcomes.
- **Stakeholder Engagement**
 - Work closely with school leaders, teachers, and other stakeholders to identify and prioritize professional learning needs.
 - Foster an environment of continuous learning and encourage staff participation in professional learning opportunities.
- **Resource Management**
 - Manage budgets allocated for professional learning activities.
 - Identify and procure resources, including guest speakers and educational materials, to support professional learning.
- **Technology Integration**
 - Train teachers, administrators, and district staff on how to use the Professional Learning System as needed.
 - Create on-line tools to assist with learning and using the Professional Learning System.
 - Help create and enhance best practice policies for use of the Professional Learning System
 - Leverage technology to enhance learning experiences, including the use of online platforms for trainings, webinars and workshops.
 - Stay abreast of emerging educational technologies that can support professional learning.
- **Mentoring and Coaching**
 - Provide one-on-one coaching or mentoring to teachers seeking to improve their instructional strategies.
 - Develop peer mentoring programs to encourage knowledge sharing among staff.
- **Compliance and Accreditation**
 - Ensure that professional learning activities comply with state and federal regulations and standards.
 - Assist in the accreditation processes for the school district by documenting professional learning activities and outcomes.

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- **Professional Learning Communities**
 - Facilitate the creation and support of professional learning communities within the school district.
 - Encourage collaborative learning and sharing of best practices among educators.
- **Continuous Improvement**
 - Continuously seek opportunities for personal professional growth to stay informed of the latest trends and research in education.
 - Encourage a culture of reflective practice and continuous improvement among staff.
- **Other Duties as Assigned**
 - Perform other incidental tasks consistent with the goals and objectives of this position as assigned by the Executive Director of Professional Learning and Leadership Development.

PHYSICAL REQUIREMENTS:

- Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds frequently to move objects.
- The demands of possible extended workdays for meetings, professional learning, training, and/or community/school/district events require a high level of physical and mental endurance. This job requires the ability to handle and balance multiple demands simultaneously.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the District's approved compensation plan.
- Additional contracted summer months may be required
- Hours of employment shall be those established by the District.

EVALUATION:

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