



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Program Alignment and Evaluation Specialist  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** 27  
**BARGAINING UNIT:** BTU-TSP  
**REPORTS TO:** Director, Innovative Learning  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

To have primary responsibility for ensuring the alignment of initiatives within the Learning Division of the Office of Academics to strategic plan goals by providing targeted support to develop, implement and monitor processes. Additionally, to ensure professional learning supports the Learning Division initiatives and meets the required national/state/district standards.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Program Alignment and Evaluation Specialist shall carry out the performance responsibilities listed below.**

- Supervises staff as assigned in the performance of job duties.
- Collaborate with Learning Division directors, supervisors, clerks and other departments and school Administration to collect data, analyze information and report alignment recommendations for program initiatives.
- Develop and maintain a library of standard operating procedures to optimize the processes used by the Learning Division when implementing initiatives.
- Guides the Learning Division directors and supervisors in the development of professional learning protocols that address teacher practices in support of student learning curriculum initiatives.
- Assist in building relationships with other departments to ensure effective alignment of processes, practices and resources.
- Manage program initiatives and or projects to ensure they meet project milestones and benchmarks on time and within budget.
- Identify issues, which need to be addressed on a District-wide basis, and initiate problem-solving protocols through the Innovative Learning director.
- Serve as the liaison with departments within the Learning Division to effectively provide professional learning opportunities for school based staff.
- Serve on cross-functional teams as assigned, to provide direct/indirect support to schools/departments to improve student achievement.
- Communicate effectively and use appropriate interpersonal styles in interacting with all personnel.
- Engage in self-directed learning to maintain current regarding initiative developments, literature and information related to job responsibility.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in Management, Business, or in a related field.
- A minimum of six (6) years within the last ten (10) years of progressively more responsible experience, and/or training in the field related to the title of the position.
- Demonstrated successes in creating, facilitating and sustaining collaborative teams.
- Excellent oral and written communication skills.
- Fluent in word processing, spreadsheet, presentation, and database applications as well as email and calendar programs.
- Exhibit professional work habits with a strong customer focused approach.
- Exhibits knowledge of copyright, social media, digital ethics laws and guidelines.
- Working knowledge of data collection, reporting and analysis, planning/organizing, decisiveness/judgment.
- Proven ability to work effectively with all levels of the department.
- Experienced in planning, delivering and evaluating adult learning.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution in Management, Business or Organizational Development, or in a related field.
- A minimum of eight (8) years of within the last ten (10) years of progressively more responsible experience, and/or training in the field related to the title of the position.
- Experience coordinating the initiation, implementation and monitoring of business processes to ensure alignment with District department and strategic planning goals.
- Professional training experience in design, delivery, and evaluation of professional learning.
- Experience including planning, implementing and monitoring professional learning to support initiatives.
- Professional certification to work with adult learners.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequently coordinates with school based personnel across the District and community organizations in planning, coordinating, implementing, and monitoring the effectiveness of the Instruction & Interventions program initiatives, to ensure that the professional learning supports the Learning Division and meets the required national, state and district standards.

**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 School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board policy.