



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Instructional and Digital Materials Analyst
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Innovative Learning
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To coordinate the state-adopted instructional and digital materials program and oversee the distribution of these materials district-wide.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Instructional and Digital Materials Analyst shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties.
- Provide supervision to support staff related to the adoption and distribution of instructional and digital materials.
- Coordinate the local adoption of state-adopted textbooks and other instructional and digital materials.
- Allocate the state instructional materials appropriations to school budgets on an equitable basis.
- Monitor the use of instructional and digital materials allocations and report discrepancies to the Director, Innovative Learning.
- Analyze legislation related to instructional and digital materials and develop plan for District compliance.
- Provide expertise in the maintenance and revision of District instructional materials policies.
- Collaborate with school administrators and District staff, teachers and other school-based instructional staff, and students to gather feedback and ensure implementation of a textbook/instructional and digital materials process that complements the District's strategic plan.
- Participate in District, regional, and national instructional and digital materials conferences.
- 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 the 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.
- A minimum of three (3) years within the last five (5) years of experience in the instructional and digital materials adoption and distribution process.
- Three (3) years of successful teaching experience.
- Knowledge of instructional and digital materials adoption and distribution process.
- Valid Florida Professional Educator's Certificate in the following discipline(s): Math, Science, Social Studies, English, Language Arts or Elementary Certification.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Degree major in education, instructional technology, educational technology, or library media.
- Bilingual skills.

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

Maintain communication with district level departments and schools regarding instructional and digital materials adoption and allocation.

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.

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