



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Instructional Specialist, Science
<b>CONTRACT YEAR:</b>	196 or 216 days- Teacher Calendar
<b>PAY GRADE:</b>	Teacher Salary Schedule
<b>BARGAINING UNIT:</b>	BTU

**PREFERRED QUALIFICATIONS**

**EDUCATION:** An earned master’s degree from an accredited institution in an educational field and a valid Florida Teacher’s Certificate in K-6 elementary education, and/or an area of secondary science.

**EXPERIENCE:** Minimum three (3) years of related teaching experience in subject area and/or level within the last five (5) years.

OR

**MINIMUM QUALIFICATIONS**

**EDUCATION:** An earned bachelor’s degree from an accredited institution in an educational field and a valid Florida Teacher’s Certificate in K-6 elementary education, and/or an area of secondary science.

**EXPERIENCE:** Minimum five (5) years of teaching experience in subject area and/or level within the last eight (8) years.

**ADDITIONAL QUALIFICATIONS**

**REQUIRED:** Complete Broward County Public Schools’ Instructional Coach Development and Credentialing Program within two (2) years of assignment.

Experience with integrating technology tools, strategies, and resources into science programs. Computer skills as required for the position.

Progressively more responsible professional educational experience with at least two (2) years of experience as a school-based academic coach, district/state level coach, instructional facilitator, peer reviewer and/or teacher

leadership position. Strong interpersonal and communication skills as it relates to instructional practice and working with teachers. Ability to establish and maintain a trustful and confidential relationship with adults. Ability to design, present and facilitate adult learning experiences, professional learning communities and standards-based instruction.

**PREFERRED:** Bilingual skills

**REPORTS TO:** Director/Curriculum Supervisor

**SUPERVISES:** Not applicable

**POSITION GOAL:** The Science Instructional Specialist will provide targeted support that is based on identified needs of school-based coaches and teachers. These differentiated supports will foster the growth and development of teachers for optimal implementation of the Florida Standards, assessments and effective instructional strategies, including but not limited to the integration of technology with a personalized learning environment. In addition, the Science Instructional Specialist will design and deliver individualized professional learning to support coaches and teachers that develop skills in critical areas such as establishing a positive school and classroom culture, delivering a content rich and rigorous curriculum, , analysis of student work, differentiating instruction and supporting English Language learners and students with special needs.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Instructional Specialist, Science shall:**

1. collaborate with school-based coaches, teachers, and administration to analyze and interpret data, use data for improvements and progress monitoring, and problem solving to inform high quality instruction leading to improved student achievement.
2. model innovative coaching and teaching methodologies and research-based, effective instructional practices.
3. assist coaches and teachers in making connections between state standards and the currently adopted instructional framework.
4. evaluate science curricular needs based on student and teacher data.
5. assist coaches in designing formative assessments including providing guidance on conducting non-evaluative, reflective conversations with teachers using evidence of classroom practice and student learning.

6. maintain and submit required documentation, including but not limited to, coaching logs, data analysis for coach and teacher development and calendar reflecting support activities and scheduled meetings.
7. establish and maintain a trusting, confidential and non-evaluative relationship with coaches and teachers.
8. support coaches and teachers with science related curriculum, pedagogy, digital applications, tools, strategies and classroom related technologies.
9. provide input in the development and implementation of the curricular and accountability goals associated with the School Improvement Plan (SIP).
10. promote collegiality through collaborative work and reflective practices with teachers, coaches, and administrators.
11. engage in and deliver monthly content related professional learning.
12. design, facilitate, and deliver research-based professional learning for coaches, school staff and administration.
13. participate in ongoing professional learning to enhance the individual's skills and proficiency related to the job responsibilities.
14. demonstrate high standards of honesty, integrity, flexibility and responsiveness.
15. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
16. review current developments, literature and technical sources of information related to job responsibilities.
17. handle information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPPA, etc.).
18. ensure adherence to good safety procedures.
19. follow federal and state laws, as well as School Board policies.
20. perform other duties as assigned by the Supervisor(s).

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

Works with school-based coaches, school staff, and District administrators to ensure that the science initiatives and instructional strategies align with District and State initiatives for high quality instruction and student achievement.

**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.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy and the Collective Bargaining Agreement.



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Instructional Specialist, Mathematics
<b>CONTRACT YEAR:</b>	196 or 216 days- Teacher Calendar
<b>PAY GRADE:</b>	Teacher Salary Schedule
<b>BARGAINING UNIT:</b>	BTU

**PREFERRED QUALIFICATIONS**

**EDUCATION:** An earned master’s degree from an accredited institution in an educational field and a valid Florida Teacher’s Certificate in K-6 elementary education, and/or secondary mathematics.

**EXPERIENCE:** Minimum three (3) years of related teaching experience in subject area and/or level within the last five (5) years.

OR

**MINIMUM QUALIFICATIONS**

**EDUCATION:** An earned bachelor’s degree from an accredited institution in an educational field and a valid Florida Teacher’s Certificate in K-6 elementary education, and/or secondary mathematics.

**EXPERIENCE:** Minimum five (5) years of teaching experience in subject area and/or level within the last eight (8) years.

**ADDITIONAL QUALIFICATIONS**

**REQUIRED:** Complete Broward County Public Schools’ Instructional Coach Development and Credentialing Program within two (2) years of assignment.

Experience with integrating technology tools, strategies, and resources into mathematics programs. Computer skills as required for the position.

Progressively more responsible professional educational experience with at least two (2) years of experience as a school-based academic coach, district/state level coach,

instructional facilitator, peer reviewer and/or teacher leadership position. Strong interpersonal and communication skills as it relates to instructional practice and working with teachers. Ability to establish and maintain a trustful and confidential relationship with adults. Ability to design, present and facilitate adult learning experiences, professional learning communities and standards-based instruction.

**PREFERRED:** Bilingual skills preferred.

**REPORTS TO:** Director/Curriculum Supervisor

**SUPERVISES:** Not applicable

**POSITION GOAL:** The Mathematics Instructional Specialist will provide targeted support that is based on identified needs of school-based coaches and teachers. These differentiated supports will foster the growth and development of teachers for optimal implementation of the Florida Standards, assessments and effective instructional strategies, including but not limited to the integration of technology with a personalized learning environment. In addition, the Mathematics Instructional Specialist will design and deliver individualized professional learning to support coaches and teachers that develop skills in critical areas such as establishing a positive school and classroom culture, delivering a content rich and rigorous curriculum, analysis of student work, differentiating instruction and supporting English Language learners and students with special needs.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Instructional Specialist, Mathematics shall:**

1. collaborate with school-based coaches, teachers, and administration to analyze and interpret data, use data for improvements and progress monitoring, and problem solving to inform high quality instruction leading to improved student achievement.
2. model innovative coaching and teaching methodologies and research-based, effective instructional practices.
3. assist coaches and teachers in making connections between state standards and the currently adopted instructional framework.
4. evaluate mathematics curricular needs based on student and teacher data.
5. assist coaches in designing formative assessments including providing guidance on conducting non-evaluative, reflective conversations with teachers using evidence of classroom practice and student learning.

6. maintain and submit required documentation, including but not limited to, coaching logs, data analysis for coach and teacher development and calendar reflecting support activities and scheduled meetings.
7. establish and maintain a trusting, confidential and non-evaluative relationship with coaches and teachers.
8. support coaches and teachers with mathematics related curriculum, pedagogy, digital applications, tools, strategies and classroom related technologies.
9. provide input in the development and implementation of the curricular and accountability goals associated with the School Improvement Plan (SIP).
10. promote collegiality through collaborative work and reflective practices with teachers, coaches, and administrators.
11. engage and deliver monthly content related professional learning.
12. design, facilitate, and deliver research-based professional learning for coaches, school staff and administration.
13. participate in ongoing professional learning to enhance the individual's skills and proficiency related to the job responsibilities.
14. demonstrate high standards of honesty, integrity, flexibility and responsiveness.
15. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
16. review current developments, literature and technical sources of information related to job responsibilities.
17. handle information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPPA, etc.).
18. ensure adherence to good safety procedures.
19. follow federal and state laws, as well as School Board policies.
20. perform other duties as assigned by the Supervisor(s).

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

Works with school-based coaches, school staff, and District administrators to ensure that the mathematics initiatives and instructional strategies align with District and State initiatives for high quality instruction and student achievement.

**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.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy and the Collective Bargaining Agreement.





**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Instructional Specialist, Literacy
<b>CONTRACT YEAR:</b>	196 or 216 days-Teacher Calendar
<b>PAY GRADE:</b>	Teacher Salary Schedule
<b>BARGAINING UNIT:</b>	BTU

**PREFERRED QUALIFICATIONS**

**EDUCATION:** An earned master’s degree from an accredited institution in an educational field and a valid Florida Teacher’s Certificate in elementary and/or secondary education, ESE, or reading; must hold certification in reading or reading endorsement.

**EXPERIENCE:** Minimum three (3) years of related teaching experience in subject area and/or level within the last five (5) years.

OR

**MINIMUM QUALIFICATIONS**

**EDUCATION:** An earned bachelor’s degree from an accredited institution in elementary and/or secondary education, ESE, or reading; must hold certification in reading or reading endorsement.

**EXPERIENCE:** Minimum five (5) years of teaching experience in subject area and/or level within the last eight (8) years.

**ADDITIONAL QUALIFICATIONS**

**REQUIRED:** Complete Broward County Public Schools’ Instructional Coach Development and Credentialing Program within two (2) years of assignment.

Experience with integrating technology tools, strategies, and resources into literacy programs. Computer skills as required for the position.

Progressively more responsible professional educational experience with at least two (2) years of experience as a

school-based academic coach, district/state level coach, instructional facilitator, peer reviewer and/or teacher leadership position. Strong interpersonal and communication skills as it relates to instructional practice and working with teachers. Ability to establish and maintain a trustful and confidential relationship with adults. Ability to design, present and facilitate adult learning experiences, professional learning communities and standards-based instruction.

**PREFERRED:** Bilingual skills preferred.

**REPORTS TO:** Director/Curriculum Supervisor

**SUPERVISES:** Not applicable

**POSITION GOAL:** The Literacy Instructional Specialist will provide targeted support that is based on identified needs of school-based coaches and teachers. These differentiated supports will foster the growth and development of teachers for optimal implementation of the Florida Standards, assessments and effective instructional strategies, including but not limited to the integration of technology with a personalized learning environment. In addition, the Literacy Instructional Specialist will design and deliver individualized professional learning to support coaches and teachers that develop skills in critical areas such as establishing a positive school and classroom culture, delivering a content rich and rigorous curriculum, analysis of student work, differentiating instruction and supporting English Language learners and students with special needs.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Instructional Specialist, Literacy shall:**

1. collaborate with school-based coaches, teachers, and administration to analyze and interpret data, use data for improvements and progress monitoring, and problem solving to inform high quality instruction leading to improved student achievement.
2. model innovative coaching and teaching methodologies and research-based, effective instructional practices.
3. assist coaches and teachers in making connections between state standards and the currently adopted instructional framework.
4. evaluate literacy curricular needs based on student and teacher data.

5. assist coaches in designing formative assessments including providing guidance on conducting non-evaluative, reflective conversations with teachers using evidence of classroom practice and student learning.
6. maintain and submit required documentation, including but not limited to, coaching logs, data analysis for coach and teacher development and calendar reflecting support activities and scheduled meetings.
7. establish and maintain a trusting, confidential and non-evaluative relationship with coaches and teachers.
8. support coaches and teachers with literacy related curriculum, pedagogy, digital applications, tools, strategies and classroom related technologies.
9. provide input in the development and implementation of the curricular and accountability goals associated with the School Improvement Plan (SIP).
10. promote collegiality through collaborative work and reflective practices with teachers, coaches, and administrators.
11. engage in and deliver monthly content related professional learning.
12. design, facilitate, and deliver research-based professional learning for coaches, school staff and administration.
13. participate in ongoing professional learning to enhance the individual's skills and proficiency related to the job responsibilities.
14. demonstrate high standards of honesty, integrity, flexibility and responsiveness.
15. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
16. review current developments, literature and technical sources of information related to job responsibilities.
17. handle information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPPA, etc.).
18. ensure adherence to good safety procedures.
19. follow federal and state laws, as well as School Board policies.
20. perform other duties as assigned by the Supervisor(s).

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

Works with school-based coaches, school staff, and District administrators to ensure that the literacy initiatives and instructional strategies align with District and State initiatives for high quality instruction and student achievement.

**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.

Instructional Specialist, Literacy (cont.)

**SBBC: NEW**

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy and the Collective Bargaining Agreement.