



JOB TITLE	DEPARTMENT	REPORTS TO
Elementary Education Program Specialist	Curriculum	Director of Curriculum

<b>Position No:</b> 63101	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> IN12	<b>Date Approved:</b> 8/25/15
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To provide leadership, coordination, and support for development and implementation of quality and meaningful elementary education programs and activities to ensure college and career readiness.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's Degree from an accredited educational institution.</li> <li>2. Florida certification in an area covering grades PK-5.</li> <li>3. Minimum of five (5) years teaching or administrative experience.</li> <li>4. Experience in elementary education.</li> <li>5. Ability to perform the functions of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Becomes knowledgeable of, designs implementation plans for and communicates regarding current and upcoming legislation impacting elementary education.</li> <li>2. Coordinates the recommendation of updates for the Elementary Student Progression Plan to reflect current district policy, stakeholder input and state legislation.</li> <li>3. Coordinates the planning for elementary summer school.</li> <li>4. Guides the development of local assessments as outlined in the district's teacher evaluation system.</li> <li>5. Provides training and support for instructional materials and strategies relating to elementary education.</li> <li>6. Provides guidance, training and support in the implementation of effective grading practices.</li> <li>7. Consults and collaborates with other departments regarding elementary education programs.</li> <li>8. Develops parent and community communications regarding elementary education programs.</li> <li>9. Supports programs at the elementary level targeting college and career readiness.</li> <li>10. To perform other duties as assigned by supervisor.</li> </ol>
PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.