

JOB TITLE	DEPARTMENT	REPORTS TO
Instructional Specialist Grant Funded	Office of Teaching and Learning	Director of Talent Development

Position No: 64020	Length of Work Year: 11, or 12 Months
Salary Schedule: IN11, IN12	Date Approved: 7/22/08
FSLA: Exempt	Date Revised: 8/14/13; 5/11/17

JOB GOAL
The Instructional Specialist designs, coordinates and leads professional development that is aligned to the state requirements, district initiatives and schools' needs. The Instructional Specialist focuses the activities on improving teaching, learning and engagement while utilizing best practices for adult learning.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree or higher. 2. Florida Teaching Certificate – certification in the content areas preferred. 3. A minimum of five years teaching experience. 4. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To design and deliver professional development that is aligned to the state requirements, district initiatives and schools' goals, using multiple forms of delivery methods. 2. To deepen teacher knowledge of grade level specific standards. 3. To enhance and/or refine instructional practices through deepening understanding and application of the St. Lucie Framework for Quality Instruction and other instructional resources. 4. To develop new and early career teachers with on-going, consistent and targeted support through multiple methods, included but not limited to; large professional development sessions, on-line support, mentor coordination and side-by-side coaching. 5. To facilitate professional learning through job-embedded work that utilizes collaboration, inquiry, data and reflection (ie. Professional Learning Communities). 6. To build the capacity of school-based leaders and/or coaches to develop teachers as they design rigorous lessons and units aligned to standards, using research-based practices. 7. To create and support online professional development, both synchronous and asynchronous for instructional and non-instructional personnel. 8. To use technology in all aspects of work to enhance and monitor outcomes, including but not limited to; the design and delivery of professional development, follow-up support, data collection, communication and organization of work). 9. To facilitate coaching cycles with specific teachers for improvement of the instructional strategies and procedures. 10. To gather and use disaggregated data from a variety of sources to determine adult learning priorities, evaluate professional development and help sustain continuous improvement. 11. To ensure that the design and delivery of professional development utilizes the best practices for adult learners. 12. To continue to develop professional knowledge and skills in order to stay up-to-date on current practices and innovation in the field of education. 13. To use multiple methods and data resources to evaluate the effectiveness of professional development and individual goals to plan for next phases of implementation of new content. 14. To perform assigned tasks in a timely and efficient manner.

15. To perform assigned tasks with a high standard of quality.
16. To perform other duties as assigned by the Director of Talent Development which maximizes performance.

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.

