



JOB TITLE	DEPARTMENT	REPORTS TO
Instructional Specialist PDAE (Grant Funded)	Talent Development	Director of Talent Development

Position No: 64020	Length of Work Year: 12 Months
Salary Schedule: IN12	Date Approved: 11/7/17
FSLA: Exempt	Date Revised:

JOB GOAL
Instructional Specialist will coordinate the project activities within the Professional Development for Arts Educators Program (PDAE). The Instructional Specialist designs, coordinates and leads professional development that is aligned to the goals and project plan outlined in the Professional Development for Arts Educators grant program, state requirements, district priorities and schools' needs. The Instructional Specialist focuses the activities on improving teaching, learning and engagement while utilizing best practices for adult learning and develops meaningful relationships with project stakeholders.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree or higher. 2. A minimum of five (5) years teaching experience. 3. Florida Teaching Certificate – certification in Arts Education. 4. Knowledge of technology applications for teacher professional development. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Plan, organize, and coordinate the activities of the federal grant program to include leadership oversight of the program budget, implementation, and administration in accordance to grant guidelines and goals. 2. Design and deliver a professional development program that is aligned to the PDAE grant, state requirements, district/school goals, using multiple forms of delivery methods. 3. Ensure compliance of grant deliverables and required reports, detail required for complete and accurate documents; Maintain accurate records for project reporting. 4. Enhance and/or refine instructional practices through deepening understanding and application of the St. Lucie Framework for Quality Instruction and other instructional resources; Deepen teacher knowledge of arts education and arts integration aligned to state standards. 5. Implement professional development activities through multiple methods, included but not limited to; large professional development sessions, on-line support, mentor coordination and side-by-side coaching. 6. Work closely with ITS technical support specialist to design and develop software and technology to support an online learning community for arts educators. 7. Maintain project website, blog, social media and online learning community, facilitating idea sharing and dialog among participants. 8. Create and support online professional development, both synchronous and asynchronous; 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. Collaborate and maintain positive working relationships with art teacher-leaders, project participants, community collaborators, and project stakeholders.

10. Ensure all requirements specified by the grant priorities are effectively monitored and accomplished utilizing consistent use of discretion and judgment in its performance.
11. Develop and prepare interim and end of year reports in collaboration with an independent evaluator.
12. Communicate effectively with grant participants, partners, and district personnel.
13. Provide outstanding customer service, and use positive interpersonal communication skills;
14. Perform other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.