

JOB TITLE	DEPARTMENT	REPORTS TO
Science Program Specialist (Houghton Mifflin Harcourt (HMH) Funded)	Curriculum and School Improvement	Coordinator of Curriculum

Position No: 63010	Length of Work Year: 12 Months
Salary Schedule: IN12	Date Approved: 11/22/11
FSLA: Exempt	Date Revised:

JOB GOAL
Under the direction of the Coordinator of Curriculum, the Science Program Specialist is responsible for providing professional development, training and advocacy for Houghton Mifflin Harcourt. The Science Program Specialist is primarily responsible for supporting the strengthening of content and pedagogy of science teaching in elementary and middle school to promote high quality effective instruction. The Science Program Specialist will also support and coach the integration of technology and digital resources into the science classroom.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree in Education from an accredited college or university. Master's degree preferred. 2. Valid Florida Teacher certification required. 3. Minimum of five years successful teaching experience, with science background preferred. 4. Successful experience in Professional Development/Staff Training initiatives. 5. Experience and knowledge to include science education and teaching, science curriculum design, and teaching aligned for 21st Century Learning of Next Generation Sunshine State Standards (NGSSS) and Common Core State Standards (CCSS). 6. Ability to perform the functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES
<ol style="list-style-type: none"> 1. Ability to communicate effectively, orally and in writing, with a variety of audiences, including school district personnel and the public. 2. Ability to solve practical problems and to accurately interpret a variety of instructions furnished in written, oral or diagram form 3. Working knowledge of technology and software at a level necessary to organize and present evaluation reports for a variety of needs and audiences.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Works closely to support the district K-12 Science Supervisors in the advocating, facilitation, and monitoring of the Science Technology Engineering and Mathematics (STEM) strategic goals. 2. Delivers professional development opportunities that support the STEM strategic goals identified by the district. 3. Supports and coaches teachers on the implementation of science curricular both print and digital through coaching and modeling of lessons. 4. Supports the development of learning communities. 5. Schedules and conducts curriculum and data systems professional development. 6. Utilizes current research and educational knowledge in working with District staff and the community to assess needs, develop and articulate goals, and develop implementation plans and projects for the District Offices and school sites.

7. Manages the assimilation of Houghton Mifflin Harcourt Learning Technologies (HMHLT) software into the curriculum, as well as the dissemination of information about new versions, updates, additions etc.
8. Attends and participates in assigned workshops and conferences to keep abreast of current products, pedagogy, and educational trends with specific attention to STEM related sessions.
9. Performs assigned tasks in a timely and efficient manner.
10. Performs assigned tasks with a high standard of quality.
11. Performs other duties as directed by the supervisor.

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.