



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

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

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

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree from an accredited educational institution. 2. Florida certification in an area covering grades 6-12. 3. Minimum of five (5) years teaching or administrative experience. 4. Experience in secondary education. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Becomes knowledgeable of, designs implementation plans for and communicates regarding current and upcoming legislation impacting secondary education. 2. Coordinates the recommendation of updates for the Secondary Student Progression Plan to reflect current district policy, stakeholder input and state legislation. 3. Coordinates the planning for secondary summer school. 4. Guides the development of local assessments as outlined in the district's teacher evaluation system. 5. Provides training and support for instructional materials and strategies relating to secondary education. 6. Provides guidance, training and support in the implementation of effective grading practices. 7. Consults and collaborates with other departments regarding secondary education programs. 8. Develops parent and community communications regarding secondary education programs. 9. Coordinates and supports programs at the secondary level targeting college and career readiness and college level programs such as AICE, AP, and IB. 10. Participates in all aspects of implementing college and career planning curriculum and related parent engagement activities. 11. To perform other duties as assigned by 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.