SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM SPECIALIST (PUPIL SUPPORT)

SALARY SCHEDULE: INSTRUCTIONAL + 7.1%

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:
(1) Master’s Degree/Bachelor’s Degree from an accredited educational institution.
(2) Certification in Exceptional Student Education, Speech Pathology, Guidance, Psychology or Social work.
(3) Certification in a minimum of one core curriculum area, unless working under licensure.
(4) Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

REPORTS TO:
Director

JOB GOAL
To assist schools and teachers with issues relative to a specific curricular area or level of instruction and provide the essential resources needed to better serve the targeted student groups and individuals.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
* (1) Disseminate, implement and audit state and federal mandates.
* (2) Provide direct support to schools based on department initiatives and/or school requests.
* (3) Provide direct support to department and schools in specific areas of program expertise.
* (4) Assist in the completion of all District and department goals and initiatives.
* (5) Provide design and training for appropriate staff development activities.
* (6) Assist in planning and implementing county-wide programs for the department.
* (7) Work with community-based agencies and resources.
* (8) Chair or serve on school or District committees relative to program area of responsibility.
* (9) Represent School District at regional and/or state-level conferences to acquire current knowledge and research to disseminate to District staff.
*(10) Assist in providing new teacher orientation and training.
*(11) Review, revise, develop and distribute information, materials / resources appropriate to the needs of the department and the district.
*(12) Promote parent and community collaboration of effective services delivered to students.
*(13) Demonstrate initiative in the performance of assigned responsibilities.
*(14) Provide coaching and technical assistance to teachers on the design and implementation of the IEP/EP.
*(15) Provide for a safe and secure workplace.
*(16) Model and maintain high ethical standards.
*(17) Follow attendance, punctuality and proper dress rules.
*(18) Maintain confidentiality regarding school matters.
*(19) Keep supervisor informed of potential problems or unusual events.
*(20) Respond to inquiries and concerns in a timely manner.
*(21) Prepare all required reports and maintain all appropriate records.
*(22) Follow all School Board policies, rules and regulations.
*(23) Exhibit interpersonal skills to work as an effective team member.
*(24) Demonstrate support for the School District and its goals and priorities.
*(25) Perform other incidental tasks consistent with the goals and objectives of this position.
*(26) Monitor and provide consultation to school-based teachers and staff on the use of instructional strategies.
*(27) Provide feedback, ideas and observations to school-based teachers and staff in areas such as classroom and behavior management and methods of instruction.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities