

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****PROGRAM SPECIALIST, ACCELERATED PATHWAYS****SALARY SCHEDULE: INSTRUCTIONAL****COST CENTER: 9004****QUALIFICATIONS:**

- BA or BS (MA/MS preferred)
- Florida Educator's Certificate in the appropriate area
- Minimum of three (3) years successful teaching experience at the secondary level (high school preferred).

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of accelerated course offerings (AP/AICE/IB/Dual Enrollment) and assessment criteria.
- Knowledge of program evaluation, curriculum development and management of curriculum resources.
- Knowledge of district Student Progression Plan.
- Knowledge of the Florida Statutes related to curriculum and instruction requirements.
- Knowledge of statutory and regulatory requirements in areas of responsibility.
- Knowledge of federal, state and district educational goals and standards.
- Skilled in verbal and written communication.
- Skilled in interpersonal relationship development.
- Ability to provide instructional coaching and job-embedded learning experiences to support and develop teachers.
- Ability to organize professional learning plans and present information to various school audiences.

**REPORTS TO:**

Director of Curriculum

**JOB OBJECTIVE:**

To support and enhance accelerated learning pathways (AP, AICE, IB, and Dual Enrollment) by providing instructional guidance, facilitating teacher growth, and developing valuable curriculum resources.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Develop and execute processes to enhance accelerated secondary curriculum, including needs assessments for revisions and the establishment of essential knowledge and skill sequences aligned with benchmarks, state regulations, and district expectations.
- Provides guidance and support to school-based IB/AICE/AP coordinators in all aspects of program implementation, including curriculum development, assessment, teacher training, and program evaluation.
- Maintains records of student progress in accelerated courses and generates follow-up reports.
- Collaborates with IB/AICE/AP/Dual Enrollment teachers to provide support in planning, lesson development, and curriculum resources.

## **PROGRAM SPECIALIST, ACCELERATED PATHWAYS (continued)**

- Coordinates professional learning opportunities in IB/AICE/AP/Dual Enrollment for teachers and administrators, including attending relevant trainings.
- Monitors program quality and fidelity across schools, conducting regular site visits and providing feedback to school-based coordinators and administrators.
- Serves as the liaison between the district and IB, AICE, College Board, colleges, and universities to foster and maintain effective partnerships.
- Leads the growth and implementation of the Early College Program in partnership with Florida state colleges.
- Collaborates with district leadership to develop and implement strategic plans for program growth and expansion.
- Provides technical assistance to high school administrators responsible for supervising accelerated courses.
- Promotes all accelerated programs within the district and community, organizing information sessions, workshops, and outreach events.
- Collaborates with district leaders to identify opportunities for new accelerated programs and implementation locations.
- Develop processes and materials to evaluate and ensure the effective implementation of the curriculum.
- Assist testing coordinators with the establishment and implementation of student assessment procedures and guidelines for all IB/AICE/AP assessments.
- Plan, conduct and/or supervise school and district-wide in-service workshops and institutes for teachers and administrators.
- Serve as the district instructional contact and participate in district, state and professional organizations.
- Promote district-wide interest and public awareness in the curriculum through written documents, district and school presentations and events, and cooperation with community organizations.
- Perform other duties as may be assigned to by the Director of Curriculum.

### **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**