

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INNOVATIVE PROGRAM SPECIALIST (INSTRUCTIONAL)

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: OFFICE OF ACCOUNTABILITY AND CHOICE (9016)

QUALIFICATIONS:

- Master's Degree preferred or Bachelor's Degree from an accredited educational institution.
- Valid Florida Educator's Certificate.
- Certification in a minimum of one core curriculum area, ELA or Math subject areas(s) preferred.
- Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive understanding of federal, state, and local laws, rules, and regulations related to curriculum and instruction.
- Demonstrated expertise in research-based instructional strategies and innovative educational models.
- Strong understanding of curriculum design, assessment practices, program development and evaluation.
- Knowledge of best practices and current literature.
- Ability to analyze data and translate into recommendations for action.
- Strong communication and listening skills.
- Excellent organizational and time management abilities.
- Proficient in conferencing and synthesizing information for distribution.

REPORTS TO:

Supervisor, School Choice and Charter Schools

JOB OBJECTIVE:

To design, develop, implement, and evaluate specialized academic programs within the district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Assist in the completion of all District and department goals and initiatives.
- Research best practices in specialized program models.
- Design innovative programs aligned with district strategic goals and student needs.
- Develop program frameworks, curriculum outlines, and implementation plans.
- Conduct needs assessments and evaluate feasibility of programs.
- Oversee the implementation of new and existing specialized programs.
- Provide support to school administrators and teachers in program implementation, including curriculum development, professional learning, and resource allocation.
- Develop and implement evaluation plans to assess the effectiveness of specialized programs and make recommendations for program improvement.
- Assist with the development of district policies and procedures related to specialized programs.
- Assist with marketing and recruitment for specialized programs.
- Represent the School District at regional and state-level conferences to acquire and disseminate current knowledge and research.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.

INNOVATIVE PROGRAM SPECIALIST (Continued)

- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.

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