
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: CONNI CARNLEY
ASST. SUPT./HUMAN RESOURCES

SUBJECT: JOB DESCRIPTION – REVISED

DATE: 05/13/2015

We are requesting approval of the attached job description:

1. Coordinator of Math & Science

If you have any questions concerning this change, please call Bill Emerson at 983-5040.

**School District of Santa Rosa County
Job Description**

Coordinator of Math & Science

Reports to: Asst. Supt./Curriculum & Instr.	FLSA Status: Exempt
Department: Curriculum, Instruction & Assessment	Prepared By: Human Resources
Date: March 13, 2014	Job Code: 13023

Principal Duties and Responsibilities (Essential Functions):

- Provide coordination and delivery of training and support services in assigned areas.
- Coordinate project services to focus on accomplishing project goals and objectives in concert with district goals and priorities.
- Coordinate the planning, implementation, articulation, and evaluation of assigned curriculum programs or services.
- Assist in writing grant proposals and manage grants as needed.
- Demonstrate knowledge and understanding of assigned curriculum, program or service area.
- Assist in the evaluation and selection of materials, equipment or other products to provide services to the District, schools, teachers, and/or parents.
- Assist school personnel in implementing programs.
- Serve as a liaison to the Florida Department of Education as assigned.
- Direct and coordinate project planning to involve District and school personnel, community representatives, and others when appropriate.
- Serve as a program services consultant to staff members and to District, school or family/community members.
- Maintain a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
- Respond to inquiries or concerns in a timely manner.
- Keep the Assistant Superintendent for curriculum and Instruction informed about potential problems or unusual events.
- Facilitate the development, implementation, and evaluation of staff development activities in content, service or project area.
- Keep well-informed about current trends and best practices in content, service or project areas.
- Keep abreast of federal and state laws, rules, and policies relevant to assigned area.
- Maintain expertise in assigned area to fulfill project goals and objectives.
- Set high standards and expectations for self and others.
- Conduct needs assessments, provide awareness activities, and deliver or coordinate professional development training to assist the District with curriculum revision or program implementation.
- Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Model principles of learning and effective teaching in instructional theory.
- Conduct a personal assessment periodically to determine professional development needs with reference to specific assignments.
- Assist in maintaining appropriate coordinator among the various programs related to instructional services.
- Prepare and submit required reports and maintain appropriate records.
- Assist in developing and implementing the department budget.
- Serve on District, state, or community councils or committees as appropriate or assigned.
- Support the goals and priorities of the District.

- Represent the District in a positive and professional manner.
- Establish or assist in establishing goals and objectives for programs or projects.
- Support and participate in the implementation of the District's Strategic Plan.
- Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Serve as a member of the instructional services team.
- Use appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Perform other incidental tasks consistent with the goals and objectives of this position.

Supervision Received:

Assistant Superintendent, Curriculum and Instruction

Supervision Exercised:

Activities, instruction, and staff development of all District teachers in assigned curricular areas in cooperation with site administrator.

Minimum Qualifications & Skills Required:

- ~~1. Master's degree or higher from an accredited institution in the assigned area of specialization or certification in supervision K-12, educational leadership, or school principal.~~
- ~~2. Currently hold or eligible for Florida certification in supervision K-12, educational leadership, or school principal; teaching certification in Math and/or Science preferred.~~
- ~~3. Successful completion of the Potential Candidate Training (PCT) or Potential School Leaders (PSL) Program; administrative experience preferred.~~
- ~~4. Five years of experience in public school education as a classroom teacher~~

1. Master's degree or higher from an accredited institution in the assigned area of specialization, successful completion of the Potential Candidate Training (PCT), Potential School Leaders (PSL) program; OR
2. Master's degree or higher from an accredited institution in curriculum and instruction and successful completion of the Potential Candidate Training (PCT), Potential School Leaders (PSL) Program; OR
3. Master's degree or higher from an accredited institution in Educational Leadership and successful completion of the Potential Candidate Training (PCT), Potential School Leaders (PSL) Program.
4. Teaching certification in Math and/or Science required.
5. Five years of experience in public school education as a classroom teacher.

Preferred:

Experience as a school administrator

Physical Demands:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Unit Compensation Plan

12 months

8.0 Hours Per Day

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.