



# CONTENT SPECIALIST - 21ST CCLC

## SUMMARY/SCOPE/GOAL

Serve as a stable resource of instructional programs, resources, progress monitoring, and professional development throughout the district.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree with instructional certification in the appropriate area.
- Five (5) year's classroom experience required.

#### PREFERRED/DESIRED:

- Master's Degree from an accredited educational institution preferred.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida Driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Coordinate the district programs, insuring that federal, state, and district requirements are met.
2. Research, develop, or coordinate unified curricular programs as required.
3. Coordinate selection and distribution of textbooks, instructional materials, and technology.
4. Develop guides and other support materials necessary to the programs.
5. Maintain an awareness of current research and curricular trends and disseminate information to personnel throughout the district.
6. Participate in cooperative long-range planning with other departments and schools to make the most effective use of resources.
7. Plan and implement professional development opportunities that address both current research and future instructional needs.
8. Use appropriate technique and strategies that promote and enhance critical, creating, and evaluative thinking students through academic activities in after school programs
9. Provide academic activities which incorporate appropriate instructional strategies and materials reflecting student's culture, learning style, special needs, and socioeconomic background.
10. Locate additional resources and assist in the development of grants as available and appropriate. Provide oversight to ensure successful implementation of activities.
11. Provide leadership in planning and implementing a variety of extended opportunities for student learning and recognition.
12. Serve as a liaison to outside agencies in order to articulate the mission of the district, seek additional resources, and administer guidelines.

## CONTENT SPECIALIST - 21ST CCLC

13. Model effective instructional strategies for teachers.
14. Provide support to 21<sup>st</sup> CCLC teachers and administrators.
15. Coach and mentor colleagues.
16. Work with parents, teachers, and administrators to ensure that 21st CCLC programs and activities are implemented with fidelity.
17. Advise the principal and after school-based coaches in making data-based decisions about instruction.
18. Continue learning best practices in instructional strategies and intervention.
19. Prepare lesson plans with short- and long-range goals and objectives in compliance with all standards.
20. Plan and implement professional development opportunities that address both current research and future instructional needs.
21. Travel between schools.
22. Fulfill the terms of an affected written contract and adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
23. Assist in the enforcement of all federal, state, and district regulations, policies, and procedures.
24. Maintain a confidential, collegial relationship with 21<sup>st</sup> CCLC stakeholders.
25. Monitor students in a testing environment.
26. Work positively and collaboratively toward meeting identified district and school improvement goals.
27. Consult and collaborate with parents and teachers concerning implementation of effective strategies to assist struggling students.
28. Recommend curricular adjustments to meet the learning needs of individual students.

### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Possess communication skills of listening, oral communication, and oral presentation; interpersonal skills and abilities; extensive knowledge of teaching techniques, curriculum, and professional development. Skilled in facilitating teams supporting results-oriented goals. Demonstrated knowledge of standards aligned instruction. Ability to present to adult audiences. Ability to collect and analyze data from a variety of sources. Must have strong work standards for self and others.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

**CONTENT SPECIALIST - 21ST CCLC**

**EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(L) 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. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites often. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Leading and Learning	<b>DEPARTMENT:</b>	Leading and Learning
<b>TITLE CODE:</b>	Exxxx	<b>CONTENT BY:</b>	Asst Superintendent – Elementary Leading & Learning
<b>GRADE:</b>		<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	BFT	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>		<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 10 Mos. – 196 Days		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	3/8/2022	Develop	Karen Ivery, Ed.D. – Elementary Leading and Learning

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*