



CONTENT SPECIALIST – PEER MENTOR FOR ESE INSTRUCTORS

SUMMARY/SCOPE/GOAL

Provide mandatory assistance to newly hired teachers and experienced teachers who are having difficulties in the performance of their classroom duties.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree from an accredited educational institution.
- Must currently be a classroom teacher and must have at least three (3) years of classroom teaching experience with an ESE focus
- Must include three letters of recommendation detailing your impact on mentoring other teachers, at least one of which is from current principal.
- Clinical Educator Training and experience as a mentor teacher.

PREFERRED/DESIRED:

- Master's Degree preferred.
- Training in CPI, Quality IEPs, and Matrix
- Past or present Brevard County area finalist for Teacher of the Year preferred.

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Certified by the state of Florida in Exceptional Student Education.
- Valid State 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. Develop guides and other support materials necessary to the programs.
2. Plan and implement professional development opportunities that address both current research and future instructional needs of ESE students
3. Demonstrate effective teaching techniques that support ESE students and their varying needs
4. Maintain an awareness of current research and curricular trends and disseminate information to personnel throughout the district.
5. Visit schools and provide technical support and expertise to personnel to create positive classroom environments that meets the needs of all learners.
6. Participate in cooperative long-range planning with the Student Services department and schools to make the most effective use of resources.
7. Facilitate effective communication and articulation among schools within feeder chains.

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8. Mentor colleagues through conferences, demonstrations, observations and providing personal assistance.
9. Assist district staff at new teacher orientations.
10. Conduct teacher workshops and district in-service day workshops.
11. Evaluate classroom performance in accordance with standard classroom management and effective teaching strategies for the purposes of providing constructive feedback.
12. Assist in developing professional development assistance plans.
13. Assist Resource Teachers in implementing district curriculum and/or programs in a classroom setting.
14. Assist teachers participating in the Professional Development Certification Program (PDCP).
15. Use appropriate techniques and strategies that promote and enhance critical, creative, and evaluative thinking capabilities of students.
16. Use appropriate instruction strategies and materials that reflect each student's culture, learning styles, special needs, and socio-economic background.
17. Fulfill the terms of any affected written contract and adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
18. Assist in the enforcement of all federal, state and district regulations, policies, and procedures.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrated teaching and leadership skills, written and oral communication skills, extensive knowledge of teaching techniques, curriculum, and staff development that align with meeting the diverse needs of a student with special needs. Ability to collect and analyze data from a variety of sources, evaluate and make recommendations. Ability to work cooperatively and collaboratively with other departments, demonstrate self-discipline and initiative, and follow state and district guidelines. Demonstrated planning and organization. Ability to provide appropriate educational environment and experiences based on developmental needs of students, behavioral management techniques, current knowledge of educational trends, methods, research, and technology. Demonstrated ability to deliver appropriate instructional strategies in the classroom; ability to analyze student performance data; skill in analyzing, diagnosing, and evaluating; knowledge of varied learning styles.

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.

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.

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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:

DIVISION:	Human Resources	DEPARTMENT:	Professional Learning and Development
TITLE CODE:	Exxxx	CONTENT BY:	Mike Alba – Director - Ofc of Professional Learning and Development
GRADE:	N/A	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	BFT	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	Submitted 4/12/2022	CLASSIFICATION:	Beth Thedy, Ed.D.

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	3/22/2022	Developed	Mike Alba – Director - Ofc of Professional Learning and Development

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.