



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Senior Director, K-12 Science/Acceleration Programs

FLSA Status: Exempt

Salary Grade, if non-union: SG22

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform highly responsible administrative work in supervising the science curriculum and instructional program, at both the district and school levels. Provides leadership for communicating, planning, organizing and training with schools to provide increased student achievement in mathematics and related elective areas of school curriculum.

### Essential Functions of this Job

Plans, directs, coordinates, and supervises the development and implementation of the comprehensive science curriculum for grades K-12 in all Polk County schools. Plans curriculum articulation across schools and levels. Evaluates alignment of district goals and objectives with state and national standards for science. Evaluates effectiveness reviews of district science programs and curriculum. Participates in the evaluation and selection of curriculum materials and equipment. Analyzes the instructional program and curriculum to identify strengths and weaknesses in classroom instruction and student performance to assure continuous improvement of teaching and learning. Assists in development, revision, and monitoring of the K-12 Comprehensive Reading Plan required by the state Department of Education (DOE). Assists schools to assure improved student achievement of all applicable curriculum standards, including Next Generation Standards and Common Core Standards. Communicates and facilitates clear understanding of changes to and evolution of all relevant standards. Facilitates ongoing progress monitoring, assessment, and analysis of student achievement data. Keeps district staff and school personnel advised of latest federal regulations, state statutes, Department of Education (DOE) updates, relevant curriculum standards, best instructional practices and test report analysis. Assures adherence to expectations and requirements for all aspects of accountability plans related to the district science curriculum.

Provides leadership for improving instructional programs, including curriculum mapping and alignment.

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Provides curriculum and instructional methodology assistance and support to classroom teachers. Administers the activities of the department personnel including staff development and evaluation of job performance. Plans, directs, coordinates, and supervises curriculum program supervisors and schools in the selection and adoption of instructional materials, supplies and equipment. Develops plans for interpretation of instructional programs to the community.

Oversees major processes related to the selection, deployment, and professional development of resource teachers and support personnel for core affected curricular areas. Works closely with Professional Development, Teacher Certification, Endorsement and NCLB and other relevant departments (e.g. ESOL, Multiple Pathways Education, etc.) to coordinate the administration of applicable endorsement programs for district teachers in affected subject areas. Provides articulation between the district office and school administrators in all applicable areas of the curriculum. Coordinates the mathematics instructional programs of the elementary, middle and high school departments with other departments within the school system and the division. Collaborates with Professional Development in the planning and execution of staff development activities for school administrators and teachers. Plans and schedules departmental activities and staff programs. Assures compliance with expectations for DOE reporting requirements associated with various areas of the curriculum (e.g. Post-Secondary Articulation Agreements, Student Progression Plans, etc.). Recommends district personnel for DOE committee membership. Periodically reviews available grant opportunities and coordinates with the Grants Department to apply for relevant funding.

Remains current on the latest pedagogical studies relating to all areas of applicable curriculum. Conducts indicated research and makes data-based recommendations to the Associate Superintendent, Teaching & Learning Services for the improvement of the curricular/instructional program in Polk County schools. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.

#### Non-Essential Functions of this Job

Performs other duties as assigned.

#### Knowledge, Skills and Abilities:

In-depth knowledge of science curricula and the development of K-12 science educational plans and programs. Knowledge of science related subjects. Knowledge of educational trends, methods, research, and technology. Ability to identify important issues or problems related to science education. Ability to analyze and diagnose the reading proficiency of individual students, groups and/or classes, through formal assessment, observations, and informal evaluation measures. Ability to analyze and interpret data. Ability to work cooperatively and effectively with supervisors, teachers and other district personnel. Ability to plan long-range curricular programs. Knowledge of school law and of the overall operations of the school district. Ability to communicate effectively with employees, school personnel, community groups and the public. Strong knowledge of scientific-based instructional research and best practices. Solid research-based philosophical foundation to support teaching and learning across the district. Bilingual/biliterate preferred.

#### Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Master's Degree is required. Master's Degree in Science or Educational Leadership is preferred. Certification in Science, Administration and Supervision, or Educational Leadership is required. Demonstrated understanding of the pedagogy of academic curriculum. Five (5) years of experience in K-12 implementation, monitoring, program evaluation, and professional development of reading programs. Classroom teaching experience required. Experience as a School-based Administrator is preferred. Considerable experience in curriculum development activities required. Experience in the acquisition and management of grant programs preferred.

#### Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or

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leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the District. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and work sites within the District.

Local Code: 10153  
EEO5: 3  
Approval Date: 2013-07-31  
Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*