



# The School Board of Polk County

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

## Job Description

Position Title: Teacher Resource Specialist Trainer, Human Resources Development

FLSA Status: Exempt

Salary Grade, if non-union:

Pay Grade, if union: Teacher Salary Schedule

Non-Union or Specific Collective Bargaining Agreement: Teacher's 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 identify, plan, coordinate and provide effective professional learning services focusing on increasing exceptional student education (ESE) student achievement and outcomes.

### Essential Functions of this Job

Use a variety of mechanisms to identify the needs and organizational priorities of administrators, teachers, support personnel, agencies and families working with students with disabilities. Schedule, plan, conduct or facilitate learning to address the identified needs and priorities. Plan, implement and analyze the impact of function activities through the collaboration with FDLRS Program Administrator, advisory committees, Coordinating Council and other FDLRS centers in conjunction with the HRD Coordinating Unit at local and state levels. Develop, conduct and/or facilitate multi-level, research-based, school-based, district-wide and state-wide professional learning activities related to exceptional student education and project goals. Coordinate and promote the delivery of online professional learning, including implementation of the PDA program, Gifted modules and other online programs. Provide facilitation for online professional learning. Conduct classroom observation and/or consultation, and provide feedback/technical assistance to appropriate personnel regarding instructional strategies, behavior management and integrated curriculum including technology. Conduct effective follow-up to ensure implementation of professional learning objectives according to the Florida Professional Development Evaluation Protocol. Coordinate with districts to ensure appropriate documentation of in-services points in a timely manner, including input into tracking system and/or written communication. Maintain training materials and catalogs through researching, selecting, reviewing, and making purchasing recommendations for appropriate instructional, professional and supplemental materials. Establish rapport and maintain effective communication and coordination among schools, districts, universities, FLDOE, BEESS, parents/families, agencies and non-public schools to ensure information exchange, support for the decision-making process and continuous quality improvement.

Position Title: Teacher Resource Specialist Trainer, Human Resources Development

Coordinate with district efforts to plan, develop and implement state initiatives. Research and disseminate relevant information concerning Exceptional Student Education to parents, agencies, school personnel, and administrators in the districts. Promote awareness of FDLRS priorities and functions in districts and the community. Coordinate, plan, present and attend local, state and national conferences related to Exceptional Student Education. Assist other projects by providing services as part of a collaborative effort when needed. Attend training sessions, conferences and workshops to keep abreast of current trends/practices, programs and legal issues in assigned areas. Maintain expertise in assigned areas to fulfill project goals and objectives. Facilitate the development, implementation and evaluation of professional learning activities provided in the assigned areas. Prepare, complete and maintain required records, reports and files in a timely manner, including inputting information into the FDOE/BEES Project Tracking System. Assist the FDLRS Manager in accomplishing grant goals. Assist in the compliance of all local, state and federal policies, laws, rules and regulations related to the assigned areas. May work evenings and/or summer hours as required by the supervisor.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Ability to work cooperatively with individuals and groups. Ability to develop concepts and ideas and relate them in both oral and written form. Knowledge of design and delivery of professional learning programs, including online instruction. Knowledge and experience in the effective use of media and materials. Ability to apply adult learning theories in professional learning activities. Knowledge of current software applications and programs. Knowledge of current trends and research in all areas of exceptional student education, including child development, learning styles, curriculum, and effective instructional methodologies/practices. Ability to identify, collect, analyze and interpret data. Ability to provide consultation and advice to teachers, parents, principals, and district staff on exceptional student education laws, rules, regulations, policies and special programs affecting individuals with disabilities. Must be able to work a flexible schedule to meet the needs of the position.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree is required. Master's degree and certification in Exceptional Education is preferred. A minimum of three years teaching experience is required, five years preferred. Academic background or equivalent work experience in a related field is desirable. Experience in development and delivery of professional development. Computer proficiency, including using web-based technologies.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. 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 face-to-face discussions and contact with individuals and/or teams. 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.

Local Code: 9978

EEO5: 43

Position Title: Teacher Resource Specialist Trainer, Human Resources Development  
Approval Date: 2009-04-14  
Date Last Revised: 2016-03-15

*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.*