

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA



PCSB: 8544
Pay Grade: E07

FLSA: Exempt
PTS

K-12 ENRICHMENT SPECIALIST

REPORTS TO:

Executive Director, Elementary School Education

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Elementary Education or any science or mathematics subject area. Five (5) years of related professional experience to include three (3) years of successful teaching experience in science/math. Demonstrated organizational and communication skills.

PREFERRED:

Certification in Administration/Supervision, Educational Leadership or School Principal.

MAJOR FUNCTION

The K-12 Enrichment Specialist will be responsible for working with elementary, middle, and high schools in assisting with enrichment-related curriculum initiatives, programs and projects in all content areas. This responsibility includes goal setting, researching, planning, organizing coordinating, decision-making and communicating with school and district staff.

ESSENTIAL RESPONSIBILITIES

- Collaborates with science, math and CTAE content specialists and site-based administrators to support the development, implementation and monitoring of enrichment programs, projects, and initiatives.
- Designs, develop and delivers professional development, modeling, coaching and support to schools on enrichment programs, projects, and initiatives.
- Fosters partnerships in Science, Technology, Engineering and Mathematics (STEM) and other enrichment initiatives with academic institutions, business and industry partners, community groups and informal science institutions.
- Supports increased student participation in advanced STEM and enrichment coursework by creating STEM enrichment opportunities in elementary, middle and high school.
- Assists sites with incorporating appropriate curricular tools and technologies into practice, including modeling and simulation software.
- Remains knowledgeable of current state and national K-12 standards and initiatives that impact all enrichment practice and integration.
- Assists schools in securing appropriate instructional materials.
- Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department and division.
- Evaluates and improves the planning process.
- Communicates budget needs to the Teaching and Learning Services team.
- Solicits and listens to customer input from staff, schools, parents and community.
- Monitors customer satisfaction and dissatisfaction results regarding products, services and transactions.
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives.

K-12 ENRICHMENT SPECIALIST

ESSENTIAL RESPONSIBILITIES

- Interprets impact of state legislation and state board rules on K-12 standards.
- Encourages teachers' involvement, empowerment, responsibility-and innovation in school improvement activities relating to content-related enrichment.
- Leads the research and development of curriculum, instruction, assessment services, activities, and products related to K-12 enrichment.
- Establishes and oversees annual budgets from various funding allocations to support K-12 enrichment.
- Coordinates academic competitions related to the variety of enrichment programs implemented in K-12 programs.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED:06/08/21; BOARD APPROVED: 06/08/21

K-12 ENRICHMENT SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a computer					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

K-12 Enrichment Specialist – PTS