

INSTRUCTIONAL STAFF DEVELOPER
(CAREER, TECHNICAL AND ADULT EDUCATION - SECONDARY)

MAJOR FUNCTION:

To provide assistance and professional growth to secondary career, technical and adult education and related academic teachers, including training and mentoring in the use of materials, assessment strategies and best practices to implement Career Technical Centers of Excellence, Career Academies, Career Technical Student Organizations, a districtwide industry certification program and to improve student achievement.

DUTIES AND RESPONSIBILITIES:

- Maintains a professional development plan and engages in professional development activities
- Visits classrooms to observe instructional practice and suggest growth steps for teachers
- Models, co-teaches and mentors teachers in support of their professional development
- Assists teachers in evaluating and improving instructional planning processes
- Assists teachers in achieving industry recognized certification appropriate to program area
- Assists in developing and monitoring assessments aligned to career technical Student Performance Standards
- Provides opportunities for school administrators to increase their understanding of best practices
- Coordinates activities among subject area supervisors, directors and school personnel in support of best practices
- Assists schools in integration academic and career technical curriculum and instruction.
- Ensures fidelity of instruction in designated subject area
- Represents the designated subject area on cross functional teams
- Aggregates and monitors school data to help adjust program development, implementation and improvement
- Coordinates professional training for teachers and administrators
- Assists schools in locating, securing, and disseminating instructional materials
- Assists teachers with required assessments and data driven decision making
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university or equivalent vocational certificate. Possession of (or eligible for) a valid regular Florida teaching certificate in the subject area in which the staff development will be provided. Three (3) years of related professional experience.

PREFERRED:

Masters degree from an accredited college or university. Experience in conducting training and curriculum development. Sound knowledge of subject area. Demonstrated experience in alignment of curriculum, instruction, software programs and assessment. Demonstrated expertise in training in the areas of motivation, struggling students, cooperative learning, technology, FCAT data and best practices.

ISSUED: 4/07 AK; REVISED TITLE AND MF: LMCK 8/09

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

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 video display terminal					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				

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