PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8511
Pay Grade: E07

FLSA: Exempt
PTS

K-5 SCIENCE SPECIALIST

MINIMUM QUALIFICATIONS

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

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

MAJOR FUNCTION

The K-5 Science Specialist is responsible for the supervision of the elementary school curriculum, instruction, and assessment program in science. This responsibility includes goal setting, researching, planning, organizing, coordinating, decision-making, communicating, and evaluating.

ESSENTIAL RESPONSIBILITIES

- Advocates, facilitates and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district science goals.
- Serves as consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations, and community groups.
- Promotes, reviews, and communicates progress toward division goals.
- Manages data collection and reporting functions in science; uses data in decision-making.
- Represents K-5 science on cross-functional teams.
- Represents the district at state, regional, national, and international conferences on educational research and effective practices in the teaching of K-5 science.
- Serves as liaison with community groups, parents, colleges and universities, and other agencies.
- Serves as a support for school instructional reviews.
- 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.
- Develops customer service standards for the K-5 science office.
- Continually evaluates and improves customer satisfaction processes.
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives.
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement in K-5 science.
- Assists school personnel in analyzing data for continuous improvement of student achievement in K-5 science.
- Interprets impact of state legislation and state board rule on K-5 science.
- Collaborates with Technology and Information Systems; Assessment, Accountability, and Research; and schools to determine data needs and formats for classroom, school, and district analysis.
- Coordinates professional training for K-5 science teachers and administrators; provides training for all K-5 teachers in using science as learning strategies.
- Encourages teachers' involvement, empowerment, responsibility, and innovation in school improvement activities.
- Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing science teachers.
- Leads the research and development of curriculum, instruction, and assessment services, activities, and product development related to K-5 science.

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Assists schools in securing appropriate instructional materials.
- Participates in School Improvement Plan reviews.
- Interprets and monitors for schools the school board curriculum policy regarding K-5 science; provides policy input.
- Provides for the evaluation and improvement of K-5 science programs.
- Establishes and oversees annual budgets from various funding allocations to support K-5 science.
- Assists teachers in creating classroom learning systems.
- Assists schools with articulation of the K-5 science program from grade to grade and level to level.
- Monitors the results of school improvement research and development in K-5 science.
- Monitors current levels and trends in key measures regarding K-5 science achievement, including comparisons and benchmarks.
- Contributes to Teaching and Learning Services accountability for results aligned to all district strategic directions.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the 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: 5/03 AK: BOARD APPROVED: 5/14/03; UPDATE DIVISION NAME: 1/06 AK; REVISE TITLE, MF: 5/07 AK; BOARD APPROVED: 6/12/07; REVISED TITLE. D&R, MQ's: 6/10 LM; BOARD APPROVED: 8/10/10; REVISED FORMAT, SALARY SCHEDULE, TITLE, QUALS, PREFERRED, MF, ER, ADA, 6/13 LM; BOARD APPROVED: 7/30/13; REVISED QUALS 8/13 LM; BOARD APPROVED: 10/22/13; REVISED MQs 04/12/21, LM; BOARD APPROVED: 04/27/21

K-5 SCIENCE 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 computer to enter and transform words or data					X
21. Using various technology tools					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				