

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Problem Solving Incubator (PSI High)

QUALIFICATIONS

- Bachelor's Degree required. Master's Degree or higher in Education with certification in Administration and Supervision or Educational Leadership preferred.
- Successful teaching experience preferred.
- Experience in design and delivery of innovative, research-based learning programs.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida's State Standards and the ability to interpret and apply Florida laws, statutes, and State Board Rules as they relate to technology, instructional materials, K-12 professional development, curriculum and instruction, assessment, and student progression.
- Knowledge of current educational trends, research, and best practices.
- Knowledge of project management concepts.
- Knowledge of Florida statutes related to curriculum, instruction and assessment.
- Skill in problem solving, human interaction, and conflict management.
- Skill in organization, time management, and the ability to plan, organize, and prioritize.
- Ability to work cooperatively with personnel at all levels of the organization.
- Ability to employ the continuous improvement process for problem solving and managing change.
- Ability to manage budgets in alignment with major projects.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to work cooperatively with personnel and the public.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO	Executive Director, Secondary-High School and Executive Director, Educational Pathways (ePathways) and Strategic Partnerships
SUPERVISES	Assigned Teachers and Support Staff

POSITION GOAL

To develop, implement, and lead multi-departmental, district-level instructional programs to improve educational outcomes and increase the achievement of all current and future students.

PERFORMANCE RESPONSIBILITIES

1. *Collaborate with district departments to ensure a systemic and structured approach to curriculum, instruction, and professional development K-12.
2. *Lead multiple stakeholders in the goals and challenges involved in continued development of the PSI High program and other innovative solutions.
3. *Manage assigned cross-departmental projects including, but not limited to, curriculum projects and/or innovation initiatives and associated stakeholders, timelines, and budgets.
4. *Design and support tools, templates, and resources for PSI High and innovations in teaching and learning.
5. *Facilitate the development of ideas and information about projects that will support the transformation of classrooms through novel instructional practices, technology, or facilities.
6. *Interact with parents, outside agencies, businesses, and the community to enhance the understanding of PSI High and other district initiatives and to elicit support and assistance.
7. *Collaborate with the ePathways staff to implement and support the ePathways plan and customized learning initiative.

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8. *Implement the school district's plan to infuse 21st century skills into grades K-12 instruction, curriculum, and programs.
9. *Facilitate the execution of special events, programs, and projects in support of PSI High, ePathways initiatives, and Career and Technical Education (CTE) programs.
10. *Coordinate educational initiatives to support curriculum development.
11. *Coordinate procedures to ensure input from all appropriate levels of personnel involved with the implementation of new instructional programs, including facilitating cross-departmental structures.
12. *Coordinate with school and district-based peers to align instructional initiatives with school, district, state, and national initiatives.
13. *Assist in program evaluation initiatives for new instructional programs and practices.
14. *Conduct research and analysis on best practices and disseminate information to other departments, school-based administrators, and teachers.
15. *Assist in the planning and development of professional learning, including planning for implementation of innovative instructional practices.
16. *Evaluate instructional process effectiveness, including support processes for school-based resources.
17. *Coordinate, supervise, and evaluate the job performance of assigned staff.
18. *Provide recommendations related to program development, program budgets, and employer/workforce needs to the Director of ePathways, Executive Directors of Elementary and Secondary Education, school principals, and other administrative personnel.
19. Perform other duties as assigned by the Executive Director, Secondary-High School and Executive Director, Educational Pathways (ePathways) and Strategic Partnerships.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Medium Work

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E \$73,025 - \$111,912

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 05
EEO-5 Line 03
Function 6300
Job Code 2106
Survey Code 63008

FLSA

- Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 24, 2018

ADA Information Provided by Tim Harper
Position Description Prepared by Tim Harper