

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PROGRAM MANAGER, Content Area Reading - Professional Development (CAR-PD)

QUALIFICATIONS

- Master's Degree required. Degree major in Reading preferred.
- Reading certification or endorsement completed or in process required.
- Minimum of five (5) years of successful high school teaching experience required. English Language Arts preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications and technology as related to specific job functions.
- Evidence of increasing student achievement.
- Evidence of successfully training adult learners.
- Evidence of technology and analytic skills.

SUPERVISION

REPORTS TO Coordinator, Secondary Reading and Curriculum
SUPERVISES No Supervisory Duties

POSITION GOAL

To support the day-to-day administration of the grant at the District level. This position will manage the programmatic activities, as well as the budget and reporting requirements of the Institute of Education Sciences (IES) CAR-PD grant.

PERFORMANCE RESPONSIBILITIES

1. *Monitor the fidelity of the CAR-PD credentialing process.
2. *Monitor the fidelity of implementation of CAR-PD strategies with classroom teachers.
3. *Collect qualitative (walk-through) and quantitative data regarding CAR-PD success and challenges.
4. *Develop and/or recommend a CAR-PD observation rubric for District and school use.
5. *Contribute to the development and implementation of CAR-PD professional development training.
6. *Develop consistent schedule protocols for CAR-PD placement of students.
7. *Develop protocols for teacher and student focus groups regarding the CAR-PD experience.
8. *Assist in the disaggregation and analysis of quantitative data at pre-determined checkpoints.
9. *Develop action items, as a result of data analysis.
10. *Assist school-based coaches in providing on-going support to CAR-PD teachers.
11. *Provide regular updates to the collaborative team.
12. Perform other duties as assigned by the Coordinator of Secondary Reading and Curriculum.

**Denotes essential job function/ADA*

NOTE: This position is grant funded, and there is no guarantee of continued employment.

EQUIPMENT / MATERIALS

Standard Office Equipment

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PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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.
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.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE
AO-02-F \$54,500 - \$83,591
District Salary Schedule
Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.5

POSITION CODES
PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function 6300
Job Code 1363
Survey Code 63010

FLSA
 Applicable
 Not applicable

BOARD APPROVED
June 19, 2018
Previous Board Approval

ADA Information Provided by Shawn Gard-Harrold
Position Description Prepared by Shawn Gard-Harrold