

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2212
Instructional

FLSA: Exempt

INSTRUCTIONAL STAFF DEVELOPER – IB (International Baccalaureate) / AICE (Advanced International Certificate of Education)
REPORTS TO: Director, Advanced Studies & Academic Excellence
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university with Florida certification in any field. Five (5) years related professional experience to include three (3) years teaching experience. Demonstrated knowledge of district curriculum expectations and experience in the development of curriculum materials and instructional strategies and demonstrated ability to work effectively with others.
PREFERRED: Master's degree from an accredited college or university. Demonstrated leadership experience at a school-based or central office site. Experience with rigorous academic curriculum such as IB or AICE.
MAJOR FUNCTION
To provide assistance and professional development opportunities to school administration and staff of new and existing IB (International Baccalaureate) and AICE (Advanced International Certificate of Education) programs within Pinellas County Schools.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Maintains a professional development plan and engages in professional development activities, specifically IB and AICE meetings and training events• Visits IB and AICE classrooms to observe instructional practice and suggest growth steps for teachers• Models co-teachers and mentors teachers in support of their professional development based on the IB Learner Profile, the IB Programme Standards and Practices, or Cambridge/AICE Curriculum Standards• Assists teachers in evaluating and improving instructional planning processes• Provides opportunities for school administrators to increase their understanding of the IB Learner Profile, the IB Programme Standards and Practices, or Cambridge/AICE Curriculum Standards• Coordinates activities among subject area specialists, directors, and school personnel in support of best practices in IB PYP (Primary Years Programme), IB MYP (Middle Years Programme), IB DP (Diploma Programme), and Pre-AICE and AICE programs and courses• Assists schools in articulation of subject area materials and program needs from grade to grade and school to school• Ensures fidelity of instruction in all subject areas with an emphasis on the IB Learner Profile, verification and 5-year evaluation process• Coordinates professional training for teachers and administrators including the in-state FLIBS (Florida League of International Baccalaureate Schools, Inc.) and Cambridge trainings, as well as required out-of-state trainings• Assists schools in locating, securing, and disseminating instructional materials• Assists teachers with required assessments and data-driven decision-making including the ongoing data collection process required for the 5-year evaluation process• Organizes and coordinates opportunities for student to visit IB diploma and AICE program campuses• Performs other related duties as required

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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: 05/08/15 CH; BOARD APPROVED: 05/19/15

INSTRUCTIONAL STAFF DEVELOPER – IB (International Baccalaureate) / AICE (Advanced International Certificate of Education)

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				

Instructional Staff Developer – IB (International Baccalaureate) / AICE (Advanced International Certificate of Education) – Instructional