

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2319
Instructional

FLSA: Exempt

TEACHER, OTHER
**(Instructor (Journalism) In The Center For Communication
And Mass Media At Melrose Elementary School)**

MAJOR FUNCTION:

This position will be responsible for facilitating the development of a journalism program strand at Melrose Elementary. Responsibilities will include facilitating the development of a printed curriculum guide, publication of a school newspaper and other related communications, teacher training, small group instruction with students and development of partnerships with other professionals in related fields.

DUTIES AND RESPONSIBILITIES:

- Assists with overall program development and implementation.
- Advocates best practices for instruction in the classroom.
- Models a focus on highest student achievement.
- Assists with development of an integrated management system for planning and implementing the journalism program.
- Responsible for alignment of curriculum to Sunshine State Standards and Pinellas County Schools Student Expectations.
- Assists with the collection and analysis of input from staff, parents, and students on issues related to the journalism curriculum and publications.
- Reviews and circulates appropriate resource materials.
- Assesses training needs of students, teachers and parents.
- Maintains and monitors an information system that supports student achievement goals.
- Stays current on related curriculum and instruction issues, trends, and operations.
- Assists teachers in analyzing and using relevant data to systematically review or improve curriculum and instruction.
- Assists in providing training for staff involved in development and implementation of the journalism curriculum.
- Coordinates the in-service training activities related to the implementation of the journalism curriculum
- Supports a school-wide environment conducive to the well being and growth of all instructional staff.
- Shares staff successes.
- Assists with selection, purchase and distribution of appropriate equipment, supplies, and resources aligned to journalism curriculum.
- Facilitates the writing, editing and publication of a curriculum guide.
- Coordinates a Plan, Do, Study, Act (PDSA) process for the development of written curriculum guides and instructional activities for each grade level.
- Secures and uses appropriate, related resources effectively.
- Coordinates processes within the school, which result in publication of grade-specific curriculum activities.
- Assists in preparing school for program review.
- Interprets and reports instructional staff satisfaction regarding related professional development.
- Monitors progress toward student achievement goals and objectives.
- Performs related duties as required.

**INSTRUCTOR (JOURNALISM) IN THE CENTER FOR COMMUNICATION AND MASS MEDIA AT
MELROSE ELEMENTARY SCHOOL**

MINIMUM QUALIFICATIONS:

Bachelors degree from an accredited college or university. Professional performance in the journalism field. Demonstrated skills in oral and written communication. Demonstrated interest in working with students and instructional staff.

ISSUED: 3/01 PBL; FORMAT REVISED: 9/04 LMCK; REVISED WC LMCK 2/06

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.

INSTRUCTOR (JOURNALISM) IN THE CENTER FOR COMMUNICATION AND MASS MEDIA AT MELROSE ELEMENTARY SCHOOL

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 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				