

25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Executive Director of Secondary Programs

GENERAL RESPONSIBILITIES

1. Develops, implements, and evaluates an articulate K-12 instructional program in language arts and writing.
2. Collaborates with district English Language Learners (ELL) and ESE leaders to identify language arts materials that can be adapted and used in ELL, Gifted, ESE, and inclusion classes.
3. Develops and coordinates the implementation of Foreign Language Programs, K-12.

SPECIFIC RESPONSIBILITIES

1. Provides leadership in the areas of Literature (6-12) and writing (K-12) and foreign language K-2.
2. Consults and advises on facilities planning and educational specifications as it relates to assigned subject areas. Assists in the development of equipment standards, and in the proper equipping of new and existing schools.
3. Coordinates middle/high school department head meetings in assigned content areas.
4. Implements and monitors grant programs, budgets and reports.
5. Designs and arranges for the delivery of staff development regarding language arts/writing, K-12, foreign language, and literature grades 6-12.
6. Identifies and disseminates relevant research to help guide instructional decisions.
7. Works collaboratively with the instructional services department and other staff to provide coordinated program support to schools.
8. Designs, implements and evaluates instructional programs and identifies appropriate instructional strategies and materials.

9. Supports the identification and implementation of assessment practices, which will drive instruction and provide close alignment with school improvement, standards, and district expectations.
10. Coordinates the writing program and its assessment by the Department of Education (FCAT Writing).
11. Coordinates district writing assessment for grades not involved in state testing.
12. Assists with budgetary decision-making for schools and district staff in the area of language arts/writing, K-12, foreign language K-12, and literature 6-12.
13. Serves as a member of committees as assigned.
14. Serves as a support team member for designated schools.
15. Monitors trends and developments in regional, state and national organizations and state and federal departments of education for local impact on public education,
16. Performs other duties as assigned.