

DeKalb County School District

Position Specification

Title: Specialist, Fernbank Science Center Instructional

DIVISION: Curriculum and Instruction	GRADE/SCHEDULE: E
DEPARTMENT: Fernbank Science Center	WORKDAYS: 190/213/246
REPORTS TO: Director, Fernbank Science Center	FLSA STATUS: Exempt
RETIREMENT: Teachers Retirement System	APPROVED (HR): November 1, 2021

General Statement of Job

Under limited supervision, develops and delivers instructional content in a wide range of scientific disciplines; improves learning opportunities for students through comprehensive K-12 science curriculum development; provides resources for instruction and develops training to support and improve the implementation of the science curriculum through the use of online courses.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System. Other duties may be required and assigned.

<ul style="list-style-type: none"> Facilitates programs for teachers and students during the summer months such as professional development and academic camps
<ul style="list-style-type: none"> Facilitates programming for the public throughout the year
<ul style="list-style-type: none"> Develops, evaluates and implements science curriculum as appropriate
<ul style="list-style-type: none"> Collaborates with district and school-based personnel in the development and implementation of instructional programs to provide science instruction for students
<ul style="list-style-type: none"> Collaborates with district level departments and school-based administrators to plan appropriate professional learning opportunities for teachers
<ul style="list-style-type: none"> Develops core curricular activities to increase the amount of technology provided to utilizing online instruction through the use of Web Cast and other instructional outlets
<ul style="list-style-type: none"> Develops assessment modules to ensure mastery of science disciplines and with activities to support the Teacher of Record
<ul style="list-style-type: none"> Interprets assessment results at the school and system level; collaborates with administration in the development and implementation of instructional programs to meet student needs; provides technical assistance to system and school-based staff
<ul style="list-style-type: none"> Maintains knowledge of current relevant federal and state educational issues with consideration of the implication of these issues on science programming
<ul style="list-style-type: none"> Maintains compliance with all budget related rules, regulations, and legal requirements

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<ul style="list-style-type: none">• Develops programs for teachers based upon an online model of instruction
<ul style="list-style-type: none">• Develops programs and procedures to improve implementation of science curriculum; develops and evaluates current science program for effectiveness.
<ul style="list-style-type: none">• Collaborates with other stakeholders within and external to the school system relative to effective instructional practices in science
<ul style="list-style-type: none">• Works to resolve instructional issues then conducts appropriate briefings with appropriate staff
<ul style="list-style-type: none">• Directs, organizes, implements and administers special projects as directed
<ul style="list-style-type: none">• Performs other duties as assigned

Education and/or Experience:

Master’s degree in Education or area of scientific study or closely related work experience is required. Minimum of (3) years classroom teaching or related experience is required.

Certificates, Licenses, Permits:

Valid Georgia Professional Standards Commission approved certificate in science at Elementary, Middle, or High School at level T-5 or higher required.

Knowledge, Skills & Abilities:

Knowledge of science curriculum guidelines for DCSD; current state and national science standards; science concepts in a specialized area; standardized testing in accordance with school system policies and state laws; and school system policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment

Skill in effective oral, written, and interpersonal communication; preparing assignments and assessments; maintaining order in a classroom setting; administering the school system’s discipline policies and expectations; and providing appropriate support and tiered interventions to students experiencing academic and/or behavioral difficulties

Ability to plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers, and the internet; uses relevant computer applications; prioritizes tasks; and manages multiple assignments simultaneously

ADA Requirements:

Sedentary Work: Exerting up to 30 pounds of force occasionally and/or a 5 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

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Talking: Expressing or exchanging ideas by means of the spoken word. Activities include those in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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