

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Teaching and Learning Program Specialist	
<i>Supervisor:</i> Executive Director of Teaching and Learning	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 10

Job Summary

Under executive-level administrator's direction, the purpose of this position is to perform district-based duties associated with performing program and administrative functions, and processing information for highly specialized areas. Employees in this classification function in a technical capacity to produce and develop a large variety of reports and documents, research, collect, and perform analysis of complex data to support the district. Provides technical support to district personnel (e.g., teachers, staff, administration, students, and community) related to curriculum processes, adoptions and district and statewide assessments. Specialist duties require handling a large volume of important documents with wide distribution and, in a significant number of situations, requires independent judgment and decision-making.

Essential Job Functions

Creates and modifies a variety of curriculum and assessment documents, guides, spreadsheets, Google Docs/Sheets, and other materials for districtwide use based on input from the director, coordinators, and curriculum committees.

Develops districtwide and public materials (e.g., print, multimedia, and web-based) related to curriculum and assessment, and other Teaching and Learning department's programs.

Types, composes, and edits memos and other documents as required. Develops Google Forms for use during the public comment period of curriculum revision and disseminate this information to district employees and community organizations.

Investigates, documents, and responds to routine concerns and questions and clarifies policies and procedures.

Creates and maintains a records filing system and inventory for all documentation for curriculum-based programs and assessments, including confidential materials.

Assist coordinators in providing technical assistance for workshops, focus groups, training sessions, and producing materials for training purposes.

Serves as recording secretary for the Board Curriculum Committee, publishing the agenda, recordings, and minutes of all committee meetings, and managing the needs of the committee through documentation and communication.

Assists coordinators in monitoring new pilot course proposals, pilot evaluations, and the process for schools requesting new course fees.

Facilitates the smooth functioning of the Teaching & Learning department by managing daily administrative, logistical, and operational tasks.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Computer, phone, copier/scanner, laminator.

Independent Decisions

Some independent judgment allowed within scope of job, verifying course of action with the department coordinators and executive director as needed. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment for prioritizing tasks.

Primary Working Contact

Daily contact with Teaching & Learning department staff, building administrators, teachers, other school staff, administrative center staff, students, parents, and volunteers.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

Works under the direct supervision of the executive director of teaching and learning, receives direction from coordinators, and consults with and provides guidance to other department staff.

Unusual Working Conditions

Work may be very stressful due to high-volume document development and production deadlines. The position is mostly sedentary, with extended periods of sitting at a desk and working on a computer for long periods of a time.

Evaluation

Annual written evaluation by the executive director of teaching and learning.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma and two (2) years of post-secondary education and/or training in technical writing or other business-related field.
2. Minimum three (3) years of administrative office-level support and/or office management experience to include advanced word processing, design and use of spreadsheets and databases, webpage development and maintenance, layout and design of brochures, flyers, technical documents, and other print materials. Demonstrated experience may be substituted for post-secondary education requirement.
3. Strong skills in the use of Microsoft Office Suite (Word, Excel), the internet and browsers, Adobe Acrobat Pro, to include proven ability for creativeness in various production mediums. Experience with Google applications (Drive, Docs, Sheets, Forms), and PowerSchool.
4. Demonstrated strong oral and written communication skills with high proficiency in editing, proofreading, and proper use of the English language; excellent knowledge of standard office procedures, practices, and equipment; and highly skilled in organizing and maintaining accurate records and filing.
5. Ability to meet deadlines, flexibly reprioritize, and multi-task several projects at a time; to work independently with limited supervision; to identify and address school or department needs; to maintain confidentiality of records and oral information; and to assign and review work of other clerical staff, when needed.
6. Ability to provide guidance, assistance, and or interpretation to others on how to apply procedures and standards to specific situations; to positively represent the school or department to parents, user groups, and the public; to interact with others in a courteous and tactful manner.

The following are preferred:

1. Experience in recording meeting minutes and creating summary transcriptions of committee meeting discussions.
2. Experience with Munis purchasing practices.
3. Working knowledge of curriculum and materials development.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.