

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(Cambridge, International Baccalaureate, and Advanced STEM Programs)

MAJOR FUNCTION:

Coordinates the implementation of magnet programs with accelerated courses of study and/or diploma programmes from Cambridge International Education (CIE), the International Baccalaureate Organization (IBO), and the College Board incorporating Science, Technology, Engineering, and Mathematics (STEM) courses.

DUTIES AND RESPONSIBILITIES:

Assists Director of Advanced Studies & Academic Excellence to:

- Initiate, monitor, and complete the application process leading for authorization of an International Baccalaureate World School(s) magnet program(s)
- Initiate, monitor, and complete the application process leading to registry as a Cambridge International Centre(s) and magnet program(s)
- Facilitate submission of annual fees and schedule required site visits from the authorizing organizations leading to authorization/approval
- Coordinate recruitment of students and teachers for magnet Cambridge Advanced International Certificate of Education (AICE) and International Baccalaureate (IB) Diploma Programmes
- Coordinate and schedule all necessary administrator, teacher, and staff professional development from Cambridge International Education, the International Baccalaureate Organization, the College Board, their subsidiaries and/or current implementing schools
- Assists principals and school coordinators in procurement of needed instructional materials and resources to implement the magnet programs with fidelity
- Facilitate the administration of qualifying international examinations for CIE, IB, and Advanced Placement
- Promote magnet programs by working with internal and external groups in marketing the programs, assisting with the development of brochures, presentations, and marketing materials
- Monitor submission of a district timeline and implementation plan to increase the number of STEM accelerated courses including dual enrollment courses
- Support increased student participation in advanced STEM coursework by creating STEM enrichment opportunities in middle and high school
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Florida Education certificate in any field related to the position with three years professional experience. Demonstrated ability in effective oral and written communication, group presentation skills and working with students, parents, teachers, administrators, and businesses.

PREFERRED:

Demonstrated knowledge of and/or experience in new program start up, implementation, budget oversight, and public relations/communications. Experience in facilitating and conducting training and curriculum development.

ISSUED: 12/10 RAS

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.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

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