

Fort Worth Independent School District

Job Description

Title	<u>Secondary Content Specialist - Science</u>
Building/Campus	#411 Science Department
Job File Number	0809-TEA-480 & 481
Duty Days	220
Pay Grade	
Salary: From	Correct Level of Teacher Salary
Salary: To	Correct Level of Teacher Salary
General Summary	Provide on-site assistance, training, and curriculum support for initiatives, programs, and activities related to science. Assist with program implementation as outlined in the responsibilities described below.
Job Duties	<ul style="list-style-type: none">· Provide on-site support and assists staff with the implementation of science instruction that is aligned with state and district standards, frameworks and assessments.· Serve as lead trainer for professional development in secondary science for teachers and other district staff, and plans follow-up activities.· Coordinate the efforts of campus science teachers/departments in the district.· Assist in the development of curriculum and scope and sequence documents for secondary science.· Assist in the development of district assessments to monitor progress.· Help to coordinate grant activities, special services and intervention.· Conduct classroom observations to help identify strengths and deficiencies related to science instruction. · Assist in coordinating the secondary science program with other content areas and instructional programs. · Assist in the development and selection of instructional materials.· Stay abreast of current research and trends in curriculum development and science instruction by actively engaging in professional learning communities.· Maintain ongoing communication with campus teachers, principals, school staff and central administration. · Performs other job related duties as assigned
Job Qualifications	<ul style="list-style-type: none">· Master's degree in science education or composite science preferred.· Valid Texas administrative supervisory or mid-management certification preferred.· Three years highly successful teaching experience in science, preferably in high school life and physical sciences.· Bilingual certification preferred.· Working knowledge of:<ul style="list-style-type: none">· instructional methodology and effective school concepts.· leadership roles in program/staff development and/or curriculum development.· interpersonal skills using tact, patience, and courtesy.· Ability to:<ul style="list-style-type: none">· plan, coordinate, and present workshops and training to educators.· conduct workshops, instructional and leadership coaching.· facilitate skills training and/or school-based decision making.· demonstrate use of strategies and techniques in curriculum development.· communicate effectively, both orally and in writing, including principles of English and grammar usage.
Application Requirements	<p>Complete on-line application.</p> <ul style="list-style-type: none">· Cover letter and complete resume and contact information for five references including two references from immediate supervisors, past or present.· Three current letters of reference, including one from a peer and one from an immediate supervisor.· Applicants must provide a portfolio of student work, or other documentation, showing evidence of academic rigor.· Copies of college/university transcripts and appropriate certificates.

**Additional Job
Information**

Must complete an online application and attach a resume as a word document. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.

[\(Click here for equivocation list\)](#)

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors, in controlled environment, exposed to weather elements when transferring to and from car and building, and vibration to hand and arm from steering wheel.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.