

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Materials Development Specialist – Federal Programs	
<i>Supervisor:</i> ESEA Professional Development Coordinator and Executive Director of Federal Programs	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 10

**Job Summary**

Develops outreach materials (print, video, web-based); assists coordinator in refining professional development materials and organizing workshops; creates and maintains grant documentation; identifies and maintains the collection of materials to support professional development; communicates with school staff pertaining to professional development, provides other support as needed to achieve the goals of Title I-A, Title I-C, Title III-A, Title IV-A, and Title IV-B.

**Essential Job Functions**

Provides the preparation, set up and take down necessary for courses and workshops.

Creates brochures, flyers, and other materials to assist with communication related to all federal programs.

Creates or modifies a variety of materials for use in the classroom and teacher training based on input from the coordinator and classroom teachers.

Updates and maintains web sites and databases to disseminate information, materials, and related staff development.

Records and edits technology for outreach and professional development and coordinates broadcasting when applicable.

Provides technical assistance and serves as technology problem solver for federal programs staff and, occasionally, Title I school staff.

Coordinates federal programs classes, including: booking dates, coordinating sub calendar with curriculum, booking rooms through building rentals, handling registrations, travel, and communication with participants.

Maintains supplies for course offerings: purchases supplies, refills boxes, organizes, and files paperwork; creates and maintains records for grant documentation.

Orders books and supplies and maintains the professional development collection; maintains familiarity with the collection in library media services.

**Non-Essential Job Functions**

May attend and assist with professional learning sessions, including producing materials in various media, set-up and take down of software, equipment and materials.

Performs other job-related duties as assigned.

### **Equipment Used**

Computer, phone, copier, laminator, scanner, video equipment, LCD projector, document camera.

### **Independent Decisions**

Selection and design of materials under the general supervision of the Title I professional development coordinator.

### **Primary Working Contact**

Works in collaboration on a daily basis with federal programs staff and Title I professional development coordinator; occasional contact with the district web designer, school staff, and parents.

### **Responsibility for Cash, Equipment, Safety**

None.

### **Supervision Received and Exercised**

The materials development specialist receives oral and written instructions from the ESEA professional development coordinator, executive director of federal programs, or director of 21<sup>st</sup> CCLC.

### **Unusual Working Conditions**

Works with the ESEA professional development coordinator in a variety of settings. Provides support outside the normal workday and on weekends as needed.

### **Evaluation**

Annual written evaluation.

### **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. Associates degree or 48 hours college credit. Experience may be substituted for education requirement on a year for year basis.
2. Two (2) years of experience required in researching, locating, obtaining, and organizing professional development materials; layout and design of brochures, flyers, and other print materials; web page development and maintenance.

3. Expertise on Macintosh platform with email and desktop publishing software such as Microsoft Office and Adobe CS (InDesign).
4. Excellent written and oral communication skills in English.
5. Excellent documentation and record keeping skills.
6. Knowledge of different cultures and various communication and learning styles.
7. Proven ability for creativity in materials design and demonstrated ability to work independently with limited supervision.
8. Ability to consistently meet deadlines through flexibility with prioritization.

The following is preferred:

1. Two (2) years of experience with video editing, public relations, and K-12 classroom or similar setting.

### **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.**