



K-12 Solution Specialist Charter Schools

Job Description:

The K-12 Solution Specialist closely collaborates with key internal and external stakeholders groups throughout the City of Pembroke Pines and Broward County Public Schools to support the development and implementation of Pembroke Pines Charter School initiatives. This role assists in the definition, documentation, and prioritization of processes and solutions that impact students, teachers, parents, and administrators.

Specialized Projects:

- Implementation, integration, and professional development for all things FOCUS
- Lead the equity and diversity department for the City of Pembroke Pines Charter Schools
- Collaborate with Broward County's Title IV office to ensure the proper deployment of professional development for all Pembroke Pines Charter School Teachers
- Planning and producing all Jaguar Pointers Workshops
- Budget process support and alignment for Curriculum Specialists and Bookkeepers
- Research and implementation of innovative Instructional Technology advancements
- Support the FSU campus with professional development and in-service facilitation

Roles and Responsibilities:

- Provide support for teachers, parents, and administrators on issues related to software support, professional development, and curriculum alignment.
- Maintain and ensure appropriate infrastructure and integrity of data for the input, storage, and retrieval of historical data.
- Understand and apply system wide workflow and processes, as well as relationships with other internal and external databases.
- Maintain workflow of new and expiring student/staff accounts.
- Respond to information requests from stakeholder groups to investigate and resolve discrepancies in information, update databases, and maintain accurate program information.
- Support the Office of Innovative Learning in the development of program management plans and component work plan documents.
- Coordinate cross-functional team collaboration and communications.

- Use various applications needed to support the program management work (e.g., Microsoft Office applications—Word, Excel, Access, PowerPoint, MS Project, Clever Integration, Google Sheets, Google Docs, Google Forms; Adobe Acrobat Professional; Zoom).
- Duties and responsibilities may, from time to time, include related or unrelated tasks that require the same or similar skills and experience.
- all other duties assigned at the discretion of the *Director of the Office of Innovative Learning*

Preferred knowledge, abilities, and skills:

- 5+ years of teaching experience
- Experience supporting software programs for a school
- Ability to work in a fast-paced environment where speed, efficiency, and accuracy are required
- Outstanding organizational skills and a strong understanding of taxonomy
- Ability to plan, manage, and prioritize multiple, concurrent assignments and tasks
- Familiarity with e-learning platforms and best practices
- Proficiency in: MS Office (Word, PowerPoint, and Excel)
- Effective verbal and written communications skills
- Experience collaborating with school based personnel
- Possesses a deep understanding of all components, features, and functions of an LMS (Canvas preferred)
- Ability to display an understanding of the broad scope of a project while maintaining focus on individual tasks