

**Hernando County School Board  
Florida**

FLSA: Exempt, Union

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| <b>WRITING SPECIALIST</b> |
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**Required Qualifications:**

- Bachelor's Degree from an accredited college or university
- Hold a valid Florida teaching certificate
- Minimum of three (3) years of successful writing and/or English teaching
- English or Elementary Certification

**Desired Qualifications:**

- Master's Degree or higher in education or a related field
- Familiarity with Florida State Standards and writing rubrics
- Experience modeling progressive writing instruction, interpreting and presenting assessment data and organizing school and/or district writing in-service opportunities

**Performance Responsibilities:**

- Interpret and publish periodic writing assessments data
- Model progressive writing instruction across the curriculum
- Develop and prescribe corrective instructional methods and procedures for critical needs populations and for schools, based on annual writing assessment data
- Facilitate professional development in writing across the curriculum
- Train and organize a school writing team consisting of volunteer faculty to model progressive writing instruction and to use state-approved rubrics to evaluate student writing samples
- Evaluate data from district and school-wide interdisciplinary writing initiatives
- Collaborate with district and school staff to develop a comprehensive writing plan
- Perform other duties as assigned by the Director of Federal Programs and Academic Services and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Federal Programs and Academic Services and/or designee

**Evaluation:**

Annual evaluation done by the Director of Federal Programs and Academic Services and/or designee

**Terms of Employment:**

- 10-month employment
- Federal Grant Funded

**Salary:**

Salary based upon approved salary schedule - Instructional

**Job Code:**

Elementary - 51026    Middle - 51027    High - 51028

Board Approved: 10/04/2016  
Revised: