



Specialist, Instructional (FSC)

Reports to:	Director	FLSA Status:	Exempt
Department:	Fernbank Science Center	Structure/Grade:	E- Schedule
Division:	Curriculum and Instruction	Workdays:	190/213/246
Retirement:	Teachers Retirement System		

Position Summary

Develops and delivers instructional content in a wide range of scientific disciplines; improves learning opportunities for students through comprehensive K-12 science curriculum development; provides resources for instruction and develops training to support and improve the implementation of the science curriculum using online courses.

Essential Job Duties

- Facilitates programs for teachers and students during the summer months such as professional development and academic camps.
- Facilitates programming for the public throughout the year.
- Develops, evaluates and implements science curriculum as appropriate.
- Collaborates with district and school-based personnel in the development and implementation of instructional programs to provide science instruction for students.
- Collaborates with district level departments and school-based administrators to plan appropriate professional learning opportunities for teachers.
- Develops core curricular activities to increase the amount of technology provided to utilizing online instruction using Web Cast and other instructional outlets.
- Develops assessment modules to ensure mastery of science disciplines and with activities to support the Teacher of Record
- Interprets assessment results at the school and system level; collaborates with administration in the development and implementation of instructional programs to meet student needs; provides technical assistance to system and school-based staff.
- Maintains knowledge of current relevant federal and state educational issues with consideration of the implication of these issues on science programming
- Maintains compliance with all budget related rules, regulations, and legal requirements.
- Develops programs for teachers based upon an online model of instruction.
- Develops programs and procedures to improve implementation of science curriculum; develops and evaluates current science program for effectiveness.
- Collaborates with other stakeholders within and external to the school system relative to effective instructional practices in science.



- Works to resolve instructional issues then conducts appropriate briefings with appropriate staff.
- Directs, organizes, implements and administers special projects as directed.
- Performs other duties as assigned.

Qualifications

- Master's degree in Education or area of scientific study or closely related work experience is required.
- Minimum of (3) years classroom teaching or related experience is required
- Valid Georgia Professional Standards Commission approved certificate in science at Elementary, Middle, or High School at level T-5 or higher required.

Knowledge, Skills, and Abilities

- Knowledge of science curriculum guidelines for DCSD; current state and national science standards; science concepts in a specialized area; standardized testing in accordance with school system policies and state laws; and school system policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment
- Skill in effective oral, written, and interpersonal communication; preparing assignments and assessments; maintaining order in a classroom setting; administering the school system's discipline policies and expectations; and providing appropriate support and tiered interventions to students experiencing academic and/or behavioral difficulties.
- Ability to plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers, and the internet; uses relevant computer applications; prioritizes tasks; and manages multiple assignments simultaneously.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 4/23/2026