



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Curriculum	Curriculum	Director of Curriculum

Position No: 63008	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 8/9/16
FSLA: Exempt	Date Revised:

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree or higher. 2. Certification in Administration and Supervision or Educational Leadership preferred. 3. Minimum of five (5) years of teaching experience. 4. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assists the Director of Curriculum in the planning, coordination, and evaluation of subject specific curriculum and instructional strategies. 2. Assists schools/District with an implementation and review of program effectiveness in improving student performance and desired outcomes. 3. Coordinates the planning and implementation of activities of the specific curriculum area as assigned. 4. Assists with the planning and implementation of subject specific professional development activities utilizing relative data. 5. Assists in the monitoring and implementation of each school's School Improvement Plan (SIP). 6. Collaborates with Professional Development (PD) staff in executing job-embedded PD. 7. Assists in the development of the district's progress monitoring system and the interpreting and use of data for making instructional decisions. 8. Coordinates co-curricular activities in conjunction with school-based staff. 9. Coordinates the work of site-based teacher leaders in planning projects, developing/revising curriculum, designing district-wide PD, and reviewing benchmark assessment items and End of Course (EOC) tests. 10. Attends county and regional in-service workshops and participates in professional development activities as they relate to the job. 11. Evaluates curriculum specialists. 12. Collaborates with ESE, Federal Programs, and Professional Development in assigned areas. 13. Performs all assigned tasks in a timely and efficient manner. 14. Assists with the department of education reports and compliance issues. 15. Promotes awareness among all district curriculum staffs, school administrators, and instructional staffs the annual legislative updates and changes to curriculum. 16. Coordinates summer school planning and provides oversight of summer school sites. 17. Performs duties as assigned by the supervisor.
PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.