



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Secondary Curriculum	Curriculum	Chief Academic Officer

Position No: 63005	Length of Work Year: 12 Months
Salary Schedule: AD13	Date Approved: 7/10/18
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 Chief Academic Officer in the planning, coordination, and evaluation of subject specific curriculum and instructional strategies. 2. Assists schools with an implementation and review of program effectiveness in improving student performance and desired outcomes. 3. Coordinates the planning and implementation of activities for specific curriculum areas. 4. Assists with the planning and implementation of subject specific professional development activities 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. Assists site-based administrators in the implementation of district-wide curricular initiatives. 11. Attends county and regional in-service workshops and participates in professional development activities as they relate to the job. 12. Evaluates curriculum specialists. 13. Coordinates the instructional materials adoption and/or approval process. 14. Collaborates with ESE, Federal Programs, and Professional Development. 15. Performs all assigned tasks in a timely and efficient manner. 16. Assists with the department of education reports and compliance issues. 17. Promotes awareness among all district curriculum staffs, school administrators, and instructional staffs the annual legislative updates and changes to curriculum. 18. 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.