

## **CURRICULUM SPECIALIST**

### **MAJOR FUNCTION:**

To support the district's curriculum, instruction, assessment, and improvement system for the school community through effective communication and appropriate training.

### **DUTIES AND RESPONSIBILITIES:**

- Assists stakeholders in the development of shared vision, mission and goals
- Advocates best practices for the classroom
- Supports the School Improvement Plan (SIP) for continual improvement in student achievement
- Models a focus on highest student achievement
- Assists teachers in aligning classroom plans to the School Improvement Plan (SIP), district and state requirements
- Assists in the development and communication of long and short term school plans and goals related to highest student achievement
- Allocates time and resources consistent with the goals and objectives of the School Improvement Plan (SIP)
- Communicates concerns and needs of teachers, parents, students, and district personnel to school administrators
- Assists with the collection and analysis of input from staff, parents, and students for the development of improvement strategies
- Maintains and monitors an information system that supports the student achievement goals.
- Coordinates assessments at the school site
- Provides staff and other stakeholders with timely access to information, materials, and processes to improve student performance
- Assists teachers in analyzing and using relevant data to systematically review or improve school actions, plans, processes, and systems
- Uses comparison and benchmarking data in the analysis of academic performance
- Stays current on District and school issues, trends, and operations
- Uses information to support/monitor school/district goals
- Promotes teacher access to professional development and information needed for highest student achievement
- Supports a school-wide environment conducive to the wellbeing and growth of all instructional staff
- Recognizes staff successes
- Deals professionally and appropriately with all staff
- Maintains professional development data to promote student achievement
- Facilitates professional development of teachers by modeling quality processes and best practices
- Assists teachers in analyzing, monitoring, and communicating data results used in Response to Instruction/Intervention (RTI) processes

## **CURRICULUM SPECIALIST**

### **DUTIES AND RESPONSIBILITIES (Continued):**

- Assists beginning teachers with planning, room arrangement, scheduling, classroom management techniques, instructional strategies and orientation to all areas of the curriculum, as appropriate
- Coordinates and/or delivers parent workshops in various curriculum areas
- Designs a process within the school to effectively communicate the district's curriculum
- Facilitates professional development aligned to highest student achievement
- Maintains a personal/professional development plan and engages in professional development activities
- Secures and uses available resources effectively
- Interprets and reports assessment data and trends in student achievement
- Interprets and reports improvement trends as a result of professional development aligned to student achievement
- Interprets and reports instructional staff satisfaction results regarding professional development designed to increase student achievement
- Performs other related duties as required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university. Possession of (or eligible for) a valid regular Florida teaching certificate. Three years of successful teaching experience in one or more of the four content areas of reading, language arts, math or science. Knowledge of district curriculum, instruction, assessment and improvement systems in reading, language arts, mathematics, social studies, science, health and integrated management systems (IMS).

### **PREFERRED:**

Masters degree from an accredited college or university. Certification in Educational Leadership.

ISSUED: 6/10 RAS.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

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<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				