

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### CURRICULUM SPECIALIST

#### QUALIFICATIONS:

- (1) Master's degree (preferred) from an accredited educational institution.
- (2) Valid Florida certification in an appropriate area.
- (3) Five (5) years successful teaching experience.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research related to curriculum development and implementation. Knowledge of child development and developmental characteristics. Knowledge of student learning styles. Ability to develop and maintain effective working relationships with faculty, staff and parents. Ability to organize and monitor programs and activities. Ability to assess student performance, analyze test results and prescribe actions for improvement. Knowledge of state and district testing programs, English for Speakers of Other Languages (ESOL), Title I and other mandated programs. Knowledge of procedures for ordering, distribution and inventory of textbooks and instructional materials. Knowledge of the current county adopted curriculum.

#### REPORTS TO:

Executive Director of Teaching & Learning

#### JOB GOAL

To assist in the development and implementation of curriculum throughout the district in accordance with state, district and school objectives and guidelines.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Assist in the development and implementation of district curriculum in accordance with state, district and school-level objectives and guidelines.
- \* (2) Assist with overseeing the ordering, management and distribution of instructional materials including textbooks for the district.
- \* (3) Assist with the implementation of district-adopted programs such as reading, writing and mathematics.
- \* (4) Assist in the implementation of district, state and federal programs, *e.g.*, Limited English Proficiency Program, School Improvement Program, Sunshine State Standards, Title I and No Child Left Behind, Voluntary Pre-kindergarten and the K-12 Reading Plan.

## **CURRICULUM SPECIALIST, DISTRICT (Continued)**

- \* (5) Assist with the planning and preparation for the summer program.
- \* (6) Serve as district testing coordinator for state mandated testing (FCAT).
- \* (7) Assist in evaluating program success at schools and in providing for program modification where appropriate.
- \* (8) Analyze assessment data and make recommendations for changes in curriculum and instruction.
- \* (9) Coordinate program planning to involve district and school personnel, community representatives and students when appropriate.
- \* (10) Serve as a program consultant to school personnel to assist in the identification of program needs and selection of appropriate materials and equipment.
- \* (11) Assist school personnel in initiating and implementing new programs.
- \* (12) Coordinate the instructional media support program to include all audiovisual, print, computer, radio and television services as well as demonstration projects, contracts and grants.
- \* (13) Serve as program consultant to school personnel by providing assistance in planning, development and use of technology.

### **Inter/Intra-Agency Communication and Delivery**

- \* (14) Serve as liaison with school curriculum personnel.
- \* (15) Communicate effectively, orally and in writing, with other professionals, students, parents and the community.
- \* (16) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- \* (17) Provide accurate and timely information to parents, students and school staff about curriculum requirements.
- \* (18) Serve as district liaison and contact person with the Department of Education for state assessment and program evaluation activities.
- \* (19) Assist in the interpretation of program, philosophy and policies of the district to staff, students, parents and the community.
- \* (20) Work closely with district and school staffs to support school improvement initiatives and processes.

### **Professional Growth and Improvement**

- \* (21) Provide and/or coordinate teacher in-service activities which support the curriculum, promote teacher awareness of current educational research and recommended practices, and increase the ability of teachers to implement effective teaching practices.
- \* (22) Coordinate the development and implementation of in-service activities related to curriculum.
- \* (23) Engage in continuing improvement of professional knowledge and skills.
- \* (24) Assist others in acquiring knowledge and understanding of the particular area of responsibility.
- \* (25) Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.
- \* (26) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.
- \* (27) Keep informed and disseminate information about current research, trends and best practices in the area of responsibility.

## **CURRICULUM SPECIALIST, DISTRICT (Continued)**

- \* (28) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

### **Systemic Functions**

- \* (29) Demonstrate attention to punctuality, attendance, records and reports.
- \* (30) Maintain confidentiality of student and other professional information.
- \* (31) Comply with policies, procedures and programs.
- \* (32) Exercise appropriate professional judgment.
- \* (33) Assist in the development of policies for instructional services.

### **Leadership and Strategic Orientation**

- \* (34) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- \* (35) Provide leadership and direction for assigned areas of responsibility.
- \* (36) Assist in implementing the district's goals and strategic commitment.
- \* (37) Exercise proactive leadership in promoting the vision and mission of the district.
- \* (38) Set high standards and expectations for self and others and both promote and exhibit a service attitude.
- \* (39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (40) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement 11**

**Salary Lane:** Professional PAL4

**APPROVED 06/19/2018**