

Title: Curriculum Specialist – Secondary (FLSA Exempt)

Performance Responsibilities Design and Evaluation- Assumes responsibility for the design and evaluation of curriculum aspects of the secondary schools in the entire School System.

- Promotes the content relevance and effectiveness in terms of established objectives.
- Develops teaching strategies to implement new curricula.

Leadership - Assumes leadership in developing curriculum guides, in-service of employees, demonstrative methods, techniques, equipment, etc., and provides assistance in all areas of the curriculum.

- Conducts in-service workshops for teachers in the content area.
- Performs classroom demonstrations.
- Serves as representative to curriculum projects.
- Works with individuals and committees on problems of content.
- Confers with principals and others on content problems.
- Orients new teachers in the content area.
- Assists with the development of curriculum guides.
- Coordinates with the elementary curriculum specialist and resource/ helping teachers to assure a smooth transition from the elementary to secondary program.

Any and all other duties as assigned by Secondary Instruction Supervisor

Management- Implements practices and procedures to maintain an effective School System.

- Assists in collecting, processing and utilizing resource materials, and keeping school personnel informed of current trends and developments in the content fields.

Student Services-Initiates practices designed to promote the success and well-being of students.

- Analyzes pupil progress and teaching methods on the content area.

School/Community Relations - Initiates procedures which insure effective school/community relations.

- Serves as a resource person to interested groups in the community relative to curriculum development and implementation.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; Louisiana Teaching Certificate in secondary education; Masters Degree, (5) years successful teaching experience in the appropriate area, three (3) of which must be during the five (5) year period immediately preceding appointment to the position, and must possess outstanding human relations and communication skills.

Terms of Employment: 11 months

Reports to: Secondary Instruction Supervisor

Job Goal: To develop ways in which the school's and district's objectives may be better achieved in the content field, by creating and maintaining superior standards of teaching and learning. This is not a supervisory position.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Revised 9/2011