

Ashland Independent Schools

Certified Job Description

POSITION: Curriculum Specialist

QUALIFICATIONS: Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
Shall demonstrate the ability to work effectively with students, peers, and adults.
Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

REPORTS TO: Superintendent or designee

PHYSICAL QUALIFICATIONS:
Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

JOB GOAL: To provide leadership in the development, implementation, and assessment of high quality curriculum; provide support and guidance to the District instructional staff as needed.

PERFORMANCE STANDARDS:

- Promotes** the success of all students and staff by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- Promotes** the success of all students and staff by acting with integrity, fairness, and in an ethical manner.
- Coordinates** curriculum activities and programs that support curriculum development, innovation, and professional growth for all stake holders.
- Coordinates** compliance with federal and state legislative mandates.
- Serves** as a consultant to principals and teachers on all phases of the instructional program with a focus on coordinating the educational program among the schools within the District.
- Keep** abreast of new developments in curriculum and instruction through readings, conferences, and other means of gathering training and knowledge; disseminate information to appropriate District personnel.
- Shall** assist in the coordination of programs with District personnel in order to provide a comprehensive educational program and provide oversight and monitoring of instructional initiatives.
- Performs** other duties as assigned by the Superintendent in accordance with the best interest of the school, students, and district.

TERMS OF EMPLOYMENT:
Salary and work year to be established by the board of education per the district's Administrative Supplements Schedule.

EVALUATION: Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of the Instructional Supervisor will be conducted by the superintendent.

Updated: 5/23/22