BUTLER COUNTY SCHOOLS

CURRICULUM SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

(1) Master's degree from an accredited educational institution.

(2) Minimum of five (5) years successful teaching and/or leadership experience in the appropriate field.

(3) Certification in Educational Leadership or Administration and Supervision preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research, current trends and best practices in curriculum and instruction. Knowledge of state and national curriculum initiatives. Knowledge of applicable laws, rules and policies. Exemplary written and verbal communication skills. Competency in subject areas of responsibility. Demonstrated ability to interact and work well with people. Ability to plan, organize and prioritize activities.

REPORTS TO:

Curriculum Director

JOB GOAL

Promotes, organizes, coordinates, evaluates, and gives direction to training for teachers, instructional support staff and administrators in curriculum. Provides assistance to staff through conferences, demonstrations, research, etc.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

1. Provide system-wide leadership in program development based on an analysis of student and community needs, teacher input, parent input, and other data as it relates to overall student achievement, growth, and well-being.

2. Provide assistance to schools in designing instruction to incorporate State and Federal Standards.

3. Provide leadership in the selection and implementation of textbooks, computer software, and other instructional materials.

4. Provide assistance to teachers and other school-level personnel.

5. Assist schools in using student performance data, including state assessments, to make decisions related to curriculum and instruction.

6. Provide support and assistance for implementing special programs/events.

7. Maintain communication with school administrators and teachers to ensure exchange of information and mutual concerns.

8. Assist schools in the effective use of technology to support learning.

9. Respond to inquiries and concerns in a timely manner.

10. Keep supervisor informed of potential problems or unusual events.

11. Serve on system, state or community councils or committees as assigned or appropriate.

12. Work closely with system and school staffs to support school improvement initiatives and processes.

13. Keep informed and disseminate information about current research trends and best practices in areas of responsibility.

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14. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
15. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
16. Represent the system in a positive and professional manner.
17. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
18. Assist in implementing the system's goals and strategic commitment.
19. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
20. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
21. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
22. Development, support, and supervision of extended learning programs.
23. May be required to work beyond the 40-hour week.
24. Perform other tasks consistent with the goals and objectives of this position.

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 System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

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

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