Job Descriptions
MOORE PUBLIC SCHOOLS

Job Title: **Academic Resource Team: Career and Technology Curriculum Integration Specialist**

Qualifications:

Credentials: Certification in specific program area; school administration certification preferred

Education: Master's degree in program area

Training/Experience required: Three or five years teaching experience

Special Skills, Knowledge, Abilities:
May be required to know about federal/state regulations and laws affecting specific program area.

Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use creativity; make public speeches or presentations or provides complex letters or reports.

Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Performs routine computations requiring a knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and/or percentages.

Reads and interprets complex written or printed materials such as ordinances resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Job Goal (Purpose of Position): Performs duties under limited supervision by providing leadership and public relations relative to a specific curriculum area. Provides leadership to improve the knowledge of teachers in the integration of Career and Technology learning in core academic subjects. Primary duties focus on the improvement of instruction through offering professional development, coaching, support and follow-up on effective strategies, methods, skills, use of challenging district and state academic content standards, and student academic achievement standards. An incumbent in this position will utilize discretion, ingenuity, and independent judgement due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is responsible for choosing the solution.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgement such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Performance Expectations: The incumbent/employee will need to:
(A) Be customer focused to resolve problems effectively;
(B) Manage human resources and diversity while promoting; productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; corrective counseling and discipline; resolution of complaints or grievances;
(C) Manage resources with fiscal responsibility while maintaining proper accountability of records;
(D) Manage information and communications with staff and public effectively;
(E) Conduct short- and long-range planning to set and/or attain district goals and objectives;
(F) Demonstrates leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems;
(G) Be a team player with co-workers, subordinates, supervisors, and community leaders to accomplish district objectives or goals;
(H) Contribute to quality of district programs including extracurricular programs; be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):
1. Provides professional development activities that are sustained, intensive, of high quality, and designed to improve teachers' content knowledge and instructional skills.

2. Evaluates professional development offerings to determine the program's effect on improving teachers' knowledge, skills, and student achievement.

3. Provides follow-up for teachers who have participated in professional development designed to ensure that the knowledge and skills learned by the teacher are implemented in the classroom.

4. Develops and provides professional development strategies and programs to more effectively involve parents in helping their children achieve state content and student performance standards.

5. Trains teachers in research-based, innovative, and proven instructional methodologies that emphasize integration of the career pathways and are designed to meet the diverse learning needs of individual students.

6. Assists career technology teachers in the development of career clusters. Helps develop career pathways.

7. Provides a forum for interaction among teachers that allows for the exchange of information or advances in content, pedagogy, and curricular integration of Career and Technology curriculum.

8. Works collaboratively with the Career and Technology career specialist, content specialists and teachers to identify opportunities for integration and reinforcement of core content.

9. Provides orientation for new teachers on curriculum integration, Career and Technology curriculum and practices, real-world applications and activities.

10. Provides assistance to various schools including recommendations to alleviate any achievement gap between disaggregated subgroups and regular students as defined in state reports.

11. Develops, monitors, and reports results on the assessment of student achievement in the area of responsibility.

12. Recommends program improvements based on an analysis of student achievement.

13. Works with new teachers in the area of responsibility to refine knowledge of Career and Technology curriculum and practices, curriculum, materials, assessment standards and practices, and instructional approaches.

14. Assists teachers and principals with using hands-on strategies and the integration of real-world applications with emphasis on embedded activities to improve teaching, accountability, decision making, school improvement efforts, and accountability.

15. Maintains a constructive professional working relationship with teachers, administrators, and parents.

16. Regularly observes instruction, coaches, and mentor teachers to help improve performance.

17. Provides recommendations for long-term plans in the area of responsibility that meet local, state, and federal requirements.

18. Recommends pilot programs in observance of established procedures or guidelines.

19. Devises and maintains records and reports as required.

20. Establishes links within the community to communicate program activities and establish support.

21. Advises and informs teachers and staff in their content area of legal use of software and the ramifications of copyright infringement on print or electronic media. Advises supervisors of possible copyright infringement on print or electronic media.

22. Performs other duties as assigned by the Superintendent or Designee.

Supervision exercised: May provide indirect supervision over staff in program area.

Reports To: Superintendent or Designee

Physical/Mental Requirements and Working Conditions:
This is an office job with few if any physical/mental requirements other than those included in the essential functions. May on occasion have to lift and transport supplies, equipment, materials, etc.

Terms of Employment: Work Year to be established by the Superintendent, Employment contingent on receipt of Federal Funds

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board Policy

Approved 07/31/2007
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