

SCHOOL DISTRICT OF SARASOTA COUNTY, FLORIDA

JOB DESCRIPTION

PROGRAM SPECIALIST CURRICULUM (INSTRUCTIONAL)

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: Curriculum K-12 (9054)

QUALIFICATIONS:

- BA or BS (MA/MS preferred)
- Florida Educator's Certificate in the appropriate area
- Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws, rules, and regulations governing curriculum.
- Excellent communication skills.
- Good listening skills.
- Positive communication skills.
- Computer literacy.
- Time management and organizational skills.
- Flexibility.
- Conferencing skills.
- Synthesizing and distribution of information.
- Technology knowledge and skills.

REPORTS TO:

Director of Curriculum K-12

JOB OBJECTIVE:

To assist schools and teachers relative to development, implementation, monitoring, and evaluation of curriculum for K-12 schools.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Plan and implement processes to support the development of K-12 curriculum, including assessing the needs for curriculum changes and determining the essential base and sequence of knowledge and skills as required by Sunshine State Standards, state statutes and rules, and district student expectations.
- Develop processes and materials to evaluate and ensure the effective implementation of the curriculum.
- Assist with the establishment and implementation of student assessment procedures and guidelines.
- Work with other curriculum program specialists to incorporate appropriate subject area content.
- Plan, conduct and/or supervise school and district-wide inservice workshops and institutes for teachers and administrators.
- Identify or develop appropriate instructional materials and strategies that teachers may use for instruction of established student performance standards.
- Assist in the development and implementation of special instructional programs.
- Serve as the district instructional contact and participate in district, state and professional organizations.
- Promote district-wide interest and public awareness in the curriculum through written documents, district and school presentations and events, and cooperation with community organizations.

PROGRAM SPECIALIST CURRICULUM (INSTRUCTIONAL) (Continued)

- Perform other duties as may be assigned to by the Director of Curriculum.

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.