

TITLE: Coordinator: Curriculum and Staff Development Center

QUALIFICATIONS:

1. Master's Degree in Education.
2. Valid Florida certification with coverage in Educational Leadership or the equivalent and identified subject area(s) of responsibility
3. Minimum five years successful classroom teaching experience.
4. Such alternatives to the above qualifications as the Board finds appropriate and acceptable.

REPORTS TO: Director, Curriculum for Staff Development

JOB GOAL: To ensure successful learning experiences for all students by facilitating and supporting the development and delivery of district curriculum and professional development activities in the assigned area of responsibility.

ESSENTIAL FUNCTIONS:

1. Develops, designs, implements, evaluates, and revises curriculum in assigned area(s) of responsibility.
2. Develops, designs, implements, evaluates, and revises professional development activities based on student learning goals in the assigned area(s) of responsibility.
3. Assists school personnel in the development of Individual or School Professional Development Plans in area(s) of responsibility.
4. Reviews district, school and individual inservice registrations and activities related to inservice points in the area(s) of responsibility.
5. Aligns activities in area(s) of responsibility with federal, state, and district standards in curriculum, assessment, and professional development.
6. Supports effective instructional strategies including appropriate use of technology for instruction in assigned area(s) of responsibility.
7. Participates in textbook, supplementary teaching materials, and instructional software selection within assigned curricular areas.
8. Assists in the development and preparation of components for the Master Inservice Plan for Inservice Education.
9. Cooperates with the principal in the supervision of teachers in assigned curricular area(s) through classroom visits, personal conferences and written reports.
10. Monitors inservice records and reports required for personnel functions in area(s) of responsibility.
11. Develops and maintains communications for department website in area(s) of responsibility.
12. Provides opportunities for support staff to receive professional growth in area(s) of responsibility.
13. Identifies, develops, and supervises personnel who deliver and assist with curriculum and professional development activities in area(s) of responsibility.

OTHER RESPONSIBILITIES:

Performs related work as required. (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position.

PHYSICAL REQUIREMENT:

Position requires light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 07-29-2003