

REVISED  
JUNE 14 28, 2016  
EFFECTIVE  
JULY 1, 2016



JOB TITLE	ELA CURRICULUM SPECIALIST GRADES 6-8		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 9		
WORK YEAR	2230 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of Middle Grades English Language Arts curriculum and instruction, monitoring and implementation of Middle Grades English Language Arts Standards; provides professional development as assigned; surveys system-wide needs in Middle Grades English Language Arts and determines effectiveness of Middle Grades English Language Arts curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Middle Grades English Language Arts as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Middle Grades English Language Arts.

Researches past and current practices in Middle Grades English Language Arts and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Middle Grades English Language Arts.

Works closely with district and school staff to obtain information regarding the effectiveness of Middle Grades English Language Arts programs or activities.

Provides technical assistance to district and school staff in Middle Grades English Language Arts.

Assures compliance with local, state and federal regulations and procedures related to Middle Grades English Language Arts.

Assures compliance with Board Goals and Administrative Objectives related to Middle Grades English Language Arts.

Performs other duties as assigned by designated supervisor.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Master's degree or higher with area or major in English with Kentucky Teacher certification.

Three (3) years successful teaching experience, preferable at secondary levels

#### DESIRABLE QUALIFICATIONS

Three (3) years successful experience in supervision of instruction and/or curriculum development

Kentucky certification in administration and/or supervision

Demonstrated knowledge of learning theory, program planning, development, management and evaluation

Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses



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<b>JOB TITLE</b>	<b>ELA CURRICULUM SPECIALIST GRADES K-5</b>		
<b>DIVISION</b>	<b>ACADEMIC SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IV, GRADE 9</b>		
<b>WORK YEAR</b>	<b>26<del>30</del> DAYS</b>	<b>FLSA STATUS</b>	<b>EXEMPT</b>
<b>REPORTS TO</b>	<b>COORDINATOR V (PD)</b>		

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of Elementary Grades English Language Arts curriculum and instruction, monitoring and implementation of Elementary Grades English Language Arts Standards; provides professional development as assigned; surveys system-wide needs in Elementary Grades English Language Arts and determines effectiveness of Elementary Grades English Language Arts curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for Elementary Grades English Language Arts as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising Elementary Grades English Language Arts.

Researches past and current practices in Elementary Grades English Language Arts and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in Elementary Grades English Language Arts.

Works closely with district and school staff to obtain information regarding the effectiveness of Elementary Grades English Language Arts programs or activities.

Provides technical assistance to district and school staff in Elementary Grades English Language Arts.

Assures compliance with local, state and federal regulations and procedures related to Elementary Grades English Language Arts.

Assures compliance with Board Goals and Administrative Objectives related to Elementary Grades English Language Arts.

Performs other duties as assigned by designated supervisor.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Master's degree or higher with area or major in English with Kentucky Teacher certification.

Three (3) years successful teaching experience, preferable at elementary levels

#### DESIRABLE QUALIFICATIONS

Three (3) years successful experience in supervision of instruction and/or curriculum development

Kentucky certification in administration and/or supervision

Demonstrated knowledge of learning theory, program planning, development, management and evaluation

Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses



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JOB TITLE	SOCIAL STUDIES CURRICULUM SPECIALIST GRADES K-12		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	IV, GRADE 10		
WORK YEAR	2 <del>13</del> 0 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	COORDINATOR V (PD)		

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff in the area of K-12 Social Studies curriculum and instruction, monitoring and implementation of K-12 Social Studies Standards; provides professional development as assigned; surveys system-wide needs in K-12 Social Studies Mathematics and determines effectiveness of K-12 Social Studies curriculum and instruction; supervises and directs the work of committees and other groups as assigned.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for and assists designated supervisor in short-range and long-range planning for K-12 Social Studies as assigned.

Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising K-12 Social Studies.

Researches past and current practices in K-12 Social Studies and integrates research in all areas of responsibility.

Facilitates and directs the work of committees and task forces as assigned.

Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in K-12 Social Studies.

Works closely with district and school staff to obtain information regarding the effectiveness of K-12 Social Studies programs or activities.

Provides technical assistance to district and school staff in K-12 Social Studies.

Assures compliance with local, state and federal regulations and procedures related to K-12 Social Studies.

Assures compliance with Board Goals and Administrative Objectives related to K-12 Social Studies.

Performs other duties as assigned by designated supervisor.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Master's degree or higher with area or major in Social Studies with Kentucky Teacher certification.

Three (3) years successful teaching experience, preferable at both elementary and secondary levels

#### DESIRABLE QUALIFICATIONS

Three (3) years successful experience in supervision of instruction and/or curriculum development

Kentucky certification in administration and/or supervision

Demonstrated knowledge of learning theory, program planning, development, management and evaluation

Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses