

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Curriculum Specialist

REPORTS TO: Instructional Supervisor

BASIC FUNCTION:

- Support the development and implementation of district curriculum and instructional strategies with a focus of closing the achievement gap and reducing the number of novice learners

REPRESENTATIVE DUTIES: The terms of employment are designated by the contract.

- Support district curriculum and instructional program.
- Supports the Comprehensive District Improvement Plan, Strategic Plan and oversight of Program and Diagnostic Reviews
- Facilitate teachers' understanding and implementation of Kentucky Academic Standards
- Supports the evaluation of academic programs related to school and district improvement plans, data and Board / District goals
- Surveys educational research findings related to teaching and learning and shares and uses this information to enhance Curriculum & Instruction
- Attends school department PLCs to support curriculum implementation
- Provides training and support to teachers and administrators in one or more schools, grade levels, or content areas
- Strives to improve professional competence and collaboration with colleagues and communities
- Facilitates professional development activities on Curriculum & Instruction
- Attends appropriate curriculum and instruction meetings / workshops / conferences, etc. and shares as appropriate and uses the information to further student achievement
- Communicates to appropriate staff definitions, timelines, formats, etc. for completing curriculum and instruction activities and compiling data
- Assists teachers, principals and counselors with questions, problems and concerns regarding curriculum and instruction process
- Collaborates with the instructional supervisor to review and select instructional materials for district-wide and/or school-level implementation
- Support the implementation of all curriculum and instruction activities throughout the district, including the integration of instructional technology
- Observes teachers in classroom settings and provides non-evaluative feedback to teachers regarding instructional practices
- Assist teachers in analyzing student data and work to develop increasingly effective teaching methods that impact student achievement
- Fosters collaboration among teachers
- Promotes positive public relations for the school's programs and activities
- Supports teachers and principals with parental communication
- Maintains regular attendance

- Performs other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Kentucky State Academic Standards
- Model Curriculum Framework
- Evidence Based Instructional Strategies
- Assessment practice at the classroom level

ABILITY TO:

- Motivate and work cooperatively with a diverse group of people
- Budget and use time efficiently
- Plan conceptually and operatively

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EVALUATION:

Annual development of Professional Growth Plan. Annual evaluation of job performance by immediate supervisor.

EDUCATION AND EXPERIENCE:

- Bachelors of Arts in education
- Masters Degree or fifth year program
- Minimum five (5) years successful teaching

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Teacher Certification
- Consultant Endorsement (or ability to receive such endorsement)

Most recent approval by the Powell County Board of Education	
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: