

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

TEACHER ON ASSIGNMENT, Curriculum Support

QUALIFICATIONS

- Certification in the appropriate field and a minimum of a Bachelor's degree required. Master's degree or higher preferred.
- Three (3) years of successful teaching experience preferred.
- Experience in design and delivery of learning programs that are innovative in their field.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida's State Standards as related to technology, instructional materials, K-12 professional development, curriculum and instruction, assessment and student progression.
- Ability to provide professional development and support programs related to traditional and digital curriculum and instruction.
- Knowledge of technology and computer applications as related to instructional integration in classrooms and teacher and administrator professional development.
- Effective skills in oral and written communications with a wide range of audiences.
- Skill in organization, time management and the ability to plan, organize and prioritize.
- Ability to communicate and work collaboratively with District personnel and the public.

SUPERVISION

REPORTS TO Appropriate Director, Coordinator or Supervisor
SUPERVISES No Supervisory Duties

POSITION GOAL

To assist in the development and implementation of the District's instructional program in the assigned area(s) of responsibility to ensure the program is meeting the needs of current and future students.

PERFORMANCE RESPONSIBILITIES

1. *Analyze student and program related data for the purpose of providing information related to student and program achievement in order to evaluate program effectiveness and to provide information needed for strategic planning.
2. *Administer needs assessments to ensure District curriculum and professional development needs are met.
3. *Facilitate/Develop curriculum integration solutions and related instructional plans for the purpose of providing users with tools needed to utilize emerging curriculum integration strategies to enhance student learning.
4. *Facilitate the review and selection of textbooks and related instructional aides for the purpose of providing effective instructional materials in order to meet District, State and Federal educational standards.
5. *Collaborate with a variety of stakeholders and oversee assigned projects and/or program components and events.
6. *Participate in developing and monitoring educational strategies, guidelines and standards for the purpose of enhancing student achievement and meeting District, State and Federal student achievement standards.
7. *Participate in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
8. *Prepare a wide variety of documents and instructional materials in both manual and electronic formats.
9. *Participate in activities with community stakeholders and/or professional services personnel for the purpose of promoting positive relations and enhancing related educational services.
10. *Research emerging, new and/or revised curriculum integration processes, strategies and materials for the purpose of making recommendations and assisting with the design and implementation of the District's instructional plans.
11. *Support teachers individually and/or in small groups for the purpose of enhancing their understanding and application of instructional plans, strategies and materials.
12. *Train and/or facilitate training of certificated staff in the use of curriculum materials for the purpose of improving work efficiency and effectiveness by enhancing the ability of teachers to apply the instructional techniques needed to achieve student academic success.

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- 13. *Provide supportive services to parents, teachers, students and administration.
 - 14. Perform other duties as assigned by the appropriate Director, Coordinator or Supervisor.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment, computers, presentation systems and other technology devices.

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

- Sitting** Resting with the body supported by the buttocks or thighs.
- Standing** Assuming an upright position on the feet particularly for sustained periods of time.
- Walking** Moving about on foot to accomplish tasks, particularly for long distances.
- Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
- Bending** Lowering the body forward from the waist.
- Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
- Kneeling** Bending legs at knee to come to a rest on knee or knees.
- Reaching** Extending hand(s) and arm(s) in any direction.
- Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
- Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
- Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
- Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- Repetitive Motions** Substantial and continuous movements of the wrists, hands and/or fingers.
- Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.
- Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
T \$39,000 - \$69,500 District Salary Schedule Months 10 Annual Days 196 Weekly Hours 35 Annual Hours 1372	PeopleSoft Position TBD Personnel Category 7 EEO-5 Line 33 Function Vary Job Code 10 mo 1110 Job Code 11 mo 1110E Job Code 11 mo alt 1110A Survey Code Vary	<input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Position Description Prepared by	Previous Board Approval Corbet Wilson Corbet Wilson
T \$44,633 - \$72,849 District Salary Schedule Months 11 Annual Days 223 Weekly Hours 35 Annual Hours 1561			April 7, 2015 March 12, 1996