

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

CURRICULUM ASSISTANT

QUALIFICATIONS:

- (1) Master's Degree.
- (2) Certification as a teacher or educational leadership.
- (3) Three (3) years successful teaching or administrative assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of curriculum materials available and appropriate for level of students served. Word processing skills desired. Interpersonal skills essential to team building. Recognition and practice of effective public relations techniques. Knowledge of and ability to work with disciplinary problems.

REPORTS TO:

Principal

JOB GOAL

To assist the Principal in providing services which will give optimal education experiences to students attending the school.

SUPERVISES:

All school personnel.

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist the Principal in the administration of the school.
- * (2) Assist the Principal in planning and administering the instructional program of the school.
- * (3) Assist the Principal in administering School Board policy.
- * (4) Assist the Principal in developing and administering extracurricular programs.
- (5) Assist the Principal in developing a public relations program for the school.
- (6) Assist the Principal in providing leadership for staff training.
- * (7) Assist the Principal with the school discipline plan and referrals.
- (8) Assist the Principal by managing assignments of non-instructional personnel.
- * (9) Conduct classroom observations, and assist the Principal in evaluation and recommendation of all personnel in the school.
- (10) Confer with students and, as required, with parents, regarding achievement, growth, discipline, extracurricular activities and other matters believed to be related to the success of the students.
- (11) Represent the Principal on staffing of students when requested.
- (12) Assist the Principal in developing comprehensive plans for the school, both annual and long-range plan.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.

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 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.

*Essential Performance Responsibilities

Job Description Supplement Code 9

SALARY LOCATOR: Instructional Salary Schedule