

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

CURRICULUM RESOURCE TEACHER

QUALIFICATIONS:

- (1) Bachelor's Degree from accredited educational institution.
- (2) Valid Florida teaching certificate.
- (3) Minimum of three (3) years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Skills in written and oral communication, planning, and organization. Knowledge of current educational trends, methods, research, and technology. In-depth knowledge of assigned curriculum, program, or service area. Ability to collect, analyze and interpret data. Ability to work collaboratively with others.

REPORTS TO:

Principal or District Administrator

JOB GOAL

To help students and teachers realize their full potential.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist school administrators and teachers in understanding curricular programs and implications for classroom practices.
- * (2) Disseminate and interpret current trends and research related to curriculum, instruction, technology, and related areas.
- * (3) Assist school personnel in the collection and analysis of data for assessment, evaluation, and decision-making.
- * (4) Assist teachers in implementing effective instructional strategies.
- (5) Coordinate the selection, acquisition, use, and evaluation of instructional materials.
- (6) Maintain appropriate records and conduct on-going evaluation of programs and services.
- * (7) Support and assist classroom teachers in implementing teaching strategies, identifying appropriate activities, organizing and managing the classroom, selecting materials, and identifying needs of individual students.
- * (8) Coordinate with other educators in planning instructional goals, objectives, and methods.
- (9) Provide or assist in identifying staff development activities.
- (10) Interact with parents, community agencies and business to support school and District priorities.
- * (11) Facilitate the implementation of programs, activities, and strategies designed to achieve school improvement objectives.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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 3

SALARY LOCATOR: Instructional Salary Schedule