

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

CURRICULUM SPECIALIST

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida teaching certificate covering at least one area in exceptional education.
- (3) Certification in Administration/Supervision preferred.
- (4) Five years teaching experience with leadership responsibilities preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Experience and proficiency in staff training. Detailed knowledge of District, State and Federal laws, regulations, policies and procedures related to exceptional student education. Excellent written and oral communication skills as well as the ability to organize and prioritize. Ability to interact effectively with diverse groups. Detailed knowledge of exceptional student education curricula.

REPORTS TO:

Director of Exceptional Education

JOB GOAL

To assist Exceptional Student Education Director in curriculum management and implementation.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Facilitate district, state, and federal policies related to ESE curricula.
- * (2) Assist with the implementation of district-wide ESE curricula and instructional materials.
- * (3) Chair and assist county-wide ESE curriculum work groups.
- * (4) Monitor ESE program development and program budgets under the supervision of immediate supervisor.
- * (5) Complete required district, state, and federal reports in a timely manner.
- * (6) Provide training on curriculum when applicable.
- * (7) Research and request materials and supplies for various programs.
- * (8) Assist schools K-12 with developing, updating, and implementing their ESE curriculum and program goals.
- *(10) Maintain a vehicle for disseminating information relating to curriculum and programming to county personnel, parents, community agencies, media, the Department of Education, and other districts.
- (11) Assist principals and district-based administrators, as requested, in the areas of curriculum, purchases, training needs, and evaluation of programs as they relate to ESE instructional applications in the schools.
- (12) Initiate and provide a vehicle for articulation among and between schools, grade levels, and disciplines to insure students' smooth transition between grade levels and schools in regard to curriculum.
- (13) Write and/or assist others in the writing of grants for the purpose of providing funding for variety of ESE instructional efforts within the district consistent with district standards.
- (14) Serve as a liaison between district administration and the Department of Education and the schools in regard to ESE Curriculum.
- (15) Facilitate district evaluations and selection of state-adopted and supplementary instructional materials used by ESE programs.
- (16) Assist Director, as assigned, with other ESE-related responsibilities.

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 6

SALARY LOCATOR: Instructional Personnel Salary Schedule