

# SCHOOL DISTRICT OF ALACHUA COUNTY

## TEACHER, CURRICULUM RESOURCE (CRT)

### JOB DESCRIPTION

FLSA: Exempt BARGAINING UNIT ELIGIBILITY: Yes  
SALARY SCHEDULE: Instructional

#### QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution, Masters degree preferred.
- (2) Certified or qualified in accordance with Florida Statutes and State Board Rules.
- (3) Minimum of five (5) years successful teaching experience preferred.
- (4) Meet Federal Highly Qualified Guidelines, as applicable.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research related to curriculum development and implementation. Knowledge of child development and developmental characteristics. Ability to read, interpret and follow State Board Rules, Code of Ethics, School Board policies and the appropriate state/federal statutes. Knowledge of student learning styles. Ability to develop and maintain effective working relationships with faculty, staff and parents. Ability to organize and monitor curriculum deliver. Ability to assess student performance, analyze test results and prescribe actions for improvement. Knowledge of state and district testing programs, ESOL, Title I and other mandated programs. Knowledge of textbook/materials ordering, distribution and inventory procedures. Knowledge of the current District adopted curriculum. Skill in oral and written communication with students, parents and others. Ability to work effectively with peers, administrators and others.

#### REPORTS TO:

Principal

#### JOB GOAL

To develop and implement curriculum at the school level in accordance with state, district and school objectives/guidelines.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Develop and implement curriculum as the school level in accordance with state, district and school-level objective and guidelines.
- \* (2) Serve as liaison with district curriculum personnel.
- \* (3) Serve as resource to classroom teachers to enhance their success in meeting student needs.
- \* (4) Assist in the assessment, evaluation and monitoring of student progress; oversee documentation of such progress, including maintenance and transfer of curriculum records.

## TEACHER, CURRICULUM RESOURCE (CRT) (Continued)

- \* (5) Oversee the ordering, management and dissemination of instructional materials, including textbooks.
- \* (6) Oversee implementation of district-adopted programs such as in reading and mathematics, including the district-wide instructional management system.
- \* (7) Provide and/or coordinate teacher inservice activities which support the curriculum, promote teacher awareness of current educational research and recommended practices, and further the ability of teachers to implement effective teaching practices.
- \* (8) Oversee and/or assist in the implementation of district and state-mandated programs.
- \* (9) Facilitate the planning and preparation for the Extended School Year program including identifying eligible students and ensuring appropriate documentation.
- \* (10) Consult with teacher, as needed, regarding planning and implementation of instruction, curriculum and/or program expectations and objectives, meeting the specialized needs of students and evaluating program success at the school and in providing for program modification where appropriate.
- \* (11) Serve as school testing coordinator for state mandated testing (FCAT).
- \* (12) Assist in evaluating program success at the school and in providing for program modification where appropriate.
- \* (13) Assist the district with curriculum and inservice development and implementation.
- \* (14) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- \* (15) Communicate high learning expectations for all students.
- \* (16) Communicate effectively, orally and in writing with other professionals, students, parents and community.
- \* (17) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- \* (18) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student's needs.
- \* (19) Work with other teachers in curriculum development, special activities and sharing ideas and resources.
- \* (20) Engage in continuing improvement of professional knowledge and skills, including instructional methodology, learning theory, curriculum trends and content.
- \* (21) Develop and implement a Professional Development Plan annually in accordance with State and district requirements.
- \* (22) Demonstrate punctuality and regular attendance.
- \* (23) Assist in enforcement of school rules, administrative regulations and Board policy.
- \* (24) Comply with policies, procedures and programs.
- \* (25) Act in a professional and ethical manner and adhere to at all times to the Code of Ethics and Principles of Professional Conduct.
- \* (26) Establish and maintain a positive, organized and safe working environment.
- \* (27) Support school improvement initiatives by active participation in school activities, services and programs.
- \* (28) Manage materials and equipment effectively.
- \* (29) Instruct and supervise the work of volunteers and aides when assigned.
- \* (30) Supervise students at all times to ensure a safe and orderly environment.
- \* (31) Maintain accurate and complete records in accordance with District procedures.
- \* (32) Maintain confidentiality of student and other profession information.

## TEACHER, CURRICULUM RESOURCE (CRT) (Continued)

- \*(33) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.
- (34) Perform other duties as assigned.

*\*Essential Performance 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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 11

Adopted: 7/20/10