

Sheffield City Schools
Job Description – Curriculum and Instruction Specialist

POSITION TITLE: Curriculum and Instruction Specialist

REPORTS TO: Deputy Superintendent/Superintendent

JOB GOAL: To plan, implement, monitor and evaluate curriculum and instruction programs, materials, and strategies in assigned content areas to improve student achievement in the school system.

MINIMUM QUALIFICATIONS:

1. Master's degree from an accredited university with leadership/instructional/curriculum endorsement
2. Valid Alabama teaching certificate.
3. Minimum of five (5) years successful classroom experience.
4. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 202-457.
5. Possess and maintain a valid driver's license.
6. Proficiency in oral and written communication skills.
7. Ability to lead, manage and support strategic and operation goals of the system in areas of responsibility.
8. Ability to supervise and assist designated personnel and to develop curriculum and instructional programming specific to the needs of students.
9. Ability to solve problems as a productive team member.
10. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
11. Ability to be punctual and in regular attendance.
12. Such alternatives to the above qualifications as the Board may require.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Monitors instruction and assists teachers in the assigned content/subject/program area (Math, Science, Social Studies, Reading, Language Arts, ESL, 504-Homebound, Gifted, CTE, Federal Programs, Pre-K, Library Media, Literacy, etc.) to ensure compliance with the policies and guidelines of the State Board of Education, AdvancED standards, recommended best practices, and the policies and procedures of the school system.
3. Collaborates with school and system personnel to ensure that all instructional programs are consistent with the state and local courses of study and assist teachers and principals in the effective implementation of those programs.
4. Visits classrooms for the purpose of formative observation and provides commendations and/or recommendations to teachers as appropriate for instructional improvement.
5. Assists any teacher in classroom organization, management and planning as requested by the local principal.
6. Assists in planning and coordinating appropriate and effective in-service activities designed to increase the level of instructional performance.
7. Assists in the development and implementation of the systemwide curriculum and instruction programs.
8. Assists in the development and implementation of procedural guidelines related to the instructional program.

9. Assists in the selection of primary and supplementary instructional materials, equipment and books for the implementation of the curriculum.
10. Assists in the interpretation and communication of test results and ensures their appropriate use in the improvement of instructional practices.
11. Evaluates assigned staff in accordance with school system procedures.
12. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
13. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
14. Engages in professional growth and demonstrates professional ethics and effective leadership.
15. Attends conferences and training sessions to improve skills and programs.
16. Responds to inquiries and requests in a timely and positive manner.
17. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
18. Properly uses equipment and material resources of the school system.
19. Uses effective collaboration skills to work as an effective team member.
20. Serves on committees, representative bodies, task forces, or as a system delegate as needed.
21. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
22. Reports absences and takes leave in accordance with Board policies and procedures.
23. Performs any other job-related duties as assigned by Supervisor(s).

TERMS OF EMPLOYMENT: As established by the Board and applicable state laws.

SALARY: Salary in accordance with Board approved Salary Schedule

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.