Extra Duty - Curriculum Council Representative (Elementary, Middle or High School)

Purpose Statement

The job of Extra Duty - Curriculum Council Representative (Elementary, Middle or High School) is done for the purpose/s of leading teacher teams in collaboration around curriculum development, standards alignment, resource selection and alignment, management and distribution of resources, publication of curriculum, managing open-educational resources, and providing input for the resolution of curriculum and instructional based issues.

This job reports to the Assistant Superintendent - Instructional Design

Essential Functions

- Collaborates with teachers for the purpose of creating, implementing and publishing district curricula.

- Collaborates with teachers for the purpose of analyzing student data to guide instruction.

- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of reviewing, revising and updating curriculum.

- Communicates with all teachers in the appropriate content area or grade-level for district-wide tasks and areas of focus/need for the purpose of improving the overall district curriculum, including premium and open-education resources.

- Leads grade level/department teacher teams for the purpose of facilitating the ongoing efforts of the curriculum council.

- Organizes and structures curriculum products for content and grade-levels for specific subjects and grades for the purpose of improving curriculum.

- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.

- Provides leadership to teach teams for the purpose of curriculum and professional development work.

- Responds to inquires from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

- Supports classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and
managing projects; communicating extensively and supportively in a variety of formats; preparing and maintaining accurate records; meeting deadlines; and leading/problem-solving as a team leader.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: content and grade-level expectations and standards, Missouri Learning Standards (CCSS), data analysis of assessments, and principles of best social work practices including adult learning and change process.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as a part of a team; working with detailed information; willingness to learn, unlearn and relearn; willingness to allow flexibility in a work flow process in order to facilitate innovation, exploration, and differentiation.

Responsibility
Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job’s functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment
The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.
Education: Bachelors degree in job-related area.
Equivalency: 

Required Testing: 

Certificates and Licenses
DESE certification in any teaching area

Continuing Edu. / Training:

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Exempt 8/24/2018 See Misc Stipends Salary Schedule

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.