

DELETE EFFECTIVE SEPTEMBER 24, 2012

JOB TITLE

GE MATH CURRICULUM SPECIALIST¹

DIVISION

ACADEMIC SERVICES

REPORTS TO

DIRECTOR CURRICULUM
MANAGEMENT

SALARY SCHEDULE & GRADE

IV, GRADE 10

LENGTH OF WORK YEAR

260 DAYS

DATE

JULY 1, 2012

SCOPE OF RESPONSIBILITIES

Provides technical assistance to district and school staff; provides in-service as assigned. Coordinates staff activities to develop K-12 Math curriculum including organizing curriculum committees, establishing formats, and reviewing final products. Additional responsibilities include ensuring compliance with local, state, and federal rules, regulations, and guidelines, including textbook adoption and Southern Association Accreditation.

PERFORMANCE RESPONSIBILITIES

1. Develops K-12 Math curriculum.
2. Works with staff to establish curriculum committees, determining formats and standards and reviews final products.
3. Approves for publication all math curricular documents developed by department staff.
4. Designs and conducts systematic math curriculum evaluations and reviews.
5. Coordinates the development of new or revised math curriculum and establishes related priorities.
6. Maintains curricular alignment between state and local programs.
7. Provides technical assistance to district and school staff.
8. Plans and delivers in-service to staff.
9. Assures compliance with Board Goals and administrative objectives related to math curriculum and instruction.
10. Performs other duties as assigned by the Director Curriculum Management.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Master's degree or higher with area or major in math
2. Three (3) years successful teaching experience, preferably at both elementary and secondary levels

DESIRABLE QUALIFICATIONS

1. Three (3) years successful experience in supervision of instruction and/or curriculum development
2. Kentucky certification in administration and/or supervision
3. Demonstrated knowledge of learning theory, program planning, development, management and evaluation
4. Demonstrated ability to interpret test results and develop instructional programs to correct program weaknesses

071201

03161

¹ This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.