



CHARTER SCHOOLS CURRICULUM SPECIALIST

Grade 200

Under the general supervision of the Principal/Assistant Principal. Plan, organize, and promote various activities necessary for the implementation of the state curriculum frameworks; work with faculty to facilitate school initiatives; act as a liaison for faculty; serve on appropriate committees and work groups; advocate for appropriate curricular changes and modifications; testify and present information to school administration.

Specific duties and responsibilities:

- Attends and conducts **vertical and horizontal Curriculum Meetings for PPCSS System**
- Create, implement, and monitor **instructional focus calendars (IFC)** with special emphasis on Florida's Benchmarks for Excellent Student Thinking (BEST) Standards.
- Spearhead **school-wide initiatives** with cross-curricular planning, teacher resources, etc.
- Involve faculty and students **in innovative research-based instructional approaches to reading.**
- **Classroom Demonstrations** of relevant lessons using research-based instructional strategies for teachers in various subjects
- Assist teachers in **developing lesson plans and implementing interventions** that target the needs of students at varying levels.
- Conduct **informal classroom observations** of teachers with the intent of recommending methods for improving instruction.
- Attend department head/grade chair meetings as **curriculum liaison.**
- **Collaborate with department heads/grade chairs** to meet the needs of instructional staff.
- **Evaluate core and ancillary materials** including textbooks, instructional programs, software, and hardware by department; recommend use within the department/grade levels.
- **Attend subject area/grade level meetings** as needed in subjects noted as "critical" or "in need."
- Design and monitor pertinent **data collection** methods for assessments.
- **Analyze data** for trends and **conducts data chats** with instructional personnel.
- Serve as **in-service coordinator** working with SBBC (BRITE/ERP) or curriculum support for the in-service coordinator, working with the Panhandle Area Educational Consortium (PAEC) for the FSU Campus.
- **Mentor beginning teachers** and support them in implementing school-wide initiatives, acclimating teachers new to charter.
- Schedule, organize, and conduct **professional development trainings including vertical and horizontal Professional Learning Communities** for teachers.
- Coordinate **test prep camp**, recommend instructional materials, and develop incentives program.
- **Chair SACS** – assist with transition to district accreditation; attend accreditation meetings and steering committee meetings; over-see sub-committees; ensure requirements and mandates for accreditation are met (i.e., data collection, recommendations, etc.)
- **Facilitate the creation of SIP and monitor implementation.**
- Collaborate with **leadership team regarding curriculum mandates.**
- Attend critical **district/system meetings and trainings** as assigned by administration.
- Serves as **Response to Intervention (RtI) member.**
- Engage in **administrative duties** as assigned by principal or designee.