

TITLE: CURRICULUM SUPPORT TEACHER

QUALIFICATIONS: Must meet the certifications requirements as outlined in the State Department of Education Bulletin 746 as revised and any other local school system requirements as they exist.

REPORTS TO: School Principal

SUPERVISES: None

JOB GOAL: To assist the principal in planning, organizing and implementing all curriculum related activities of the school.

ESSENTIAL FUNCTIONS:

1. Support the philosophy and vision of the Tangipahoa Parish School System.
2. Facilitate the intellectual and professional development of teachers.
3. Create positive relationships with teachers and administrators.
4. Communicate and demonstrate researched-based instructional practices that result in increased student performance.
5. Communicate effectively with all members of the school district and community.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Allocate 80% (minimum) of time working with teachers and classroom/curriculum related activities.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate willingness to assume leadership positions by serving as a member of the school leadership team.
2. Demonstrate knowledge of researched-based instructional strategies that engage all students.
3. Provide organized, individual and/or collaborative learning opportunities for teachers as needed.
4. Demonstrate knowledge using a variety of assessment tools.
5. Demonstrate a thorough knowledge of curriculum and subject matter.
6. Provide support in analyzing student assessment data.

7. Assist teachers with designing instructional decisions based on assessment data.
8. Assist teachers with specific classroom activities.
9. Provide support for classroom motivation and management strategies.
10. Assist teachers in creating materials and assessments that are in alignment with CCSS.
11. Monitor intervention programs by observing and meeting with teachers.
12. Provide teachers Internet links related to instruction and curriculum.
13. Instruct and support teachers with curriculum software products, and classroom/curriculum related technologies.
14. Provide assistance in researching instructional and/or curriculum issues.
15. Model lessons.
16. Provide encouragement and emotional support to teachers.
17. Encourage ongoing professional growth for all teachers.
18. Manage time and schedule flexibility that maximizes teacher schedules and learning.
19. Work positively toward meeting identified district and building improvement goals.
20. Assist with development of district curriculum, instruction and assessments.
21. Develop and maintain a confidential, collegial relationship with teachers.
22. Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classroom observed.
23. Obtain advance approval of the Principal/Director of Curriculum and Instruction for unique activities and expenditures.
24. Attend workshops/conferences to learn about new innovative instructional strategies.
25. Work collaboratively and cooperatively with District-Based Executive Master Teacher to develop and facilitate PD at the district and school level as needed.
26. Understand that job responsibilities may vary related to each building's needs.

27. Perform duties as assigned by the Principal and the Chief Academic Officer as requested.

TERMS OF EMPLOYMENT: Nine (9) months

EVALUATION: All certified and other professional personnel are evaluated in writing each year.

REVIEWED AND AGREED TO: _____ **DATE:** _____