



Union County Public Schools

Job Description

POSITION TITLE: Academics – Curriculum Facilitator	TERM OF EMPLOYMENT: 10.5 months
DATE: 05/03/2024	DATE OF PREVIOUS REVISION: NA
FLSA EXEMPTION STATUS: Exempt	PAY GRADE:

JOB SUMMARY: Under general supervision, Curriculum Facilitator will play a key role in the development, implementation, and evaluation of instructional programs. Curriculum Facilitators will collaborate with educators, administrators, and stakeholders to ensure the delivery of high-quality education that meets the needs of our students and aligns with educational standards.

ESSENTIAL JOB FUNCTIONS	
1.	Develop, identify, vet, organize, and maintain standards-aligned instructional materials in an appropriate digital repository to assist teachers with the implementation of the North Carolina Standard Course of Study
2.	Develops, maintains, and monitors the UCPS programs of instruction
3.	Provides and assists educators with the implementation of curriculum and instruction
4.	Assists in the evaluation of academic programs, grading, and assessment, and their effect on student achievement
5.	Studies and evaluates new instructional techniques and provides training and professional development for teachers

DUTIES & RESPONSIBILITIES	
1.	Accurately maintain records as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.



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2.	Support and coach educators on the Gradual Release of Responsibility model of instruction.
3.	Conduct a variety of staff development in the area of curriculum, instruction, and technology integration at district and site levels.
4.	Provide leadership and support for Professional Learning Communities in the areas of planning, instructional design, data analysis, and reflection.
5.	Assist in the integration of the UCPS Empowered Framework and Portrait of a Graduate into content areas at all levels.
6.	Monitor the implementation of curriculum across classrooms and provide feedback for continuous improvement.
7.	Provide leadership and support for beginning and alternatively licensed educators in order to improve teacher efficacy and retention
8.	Participates in departmental, district level and other meetings/committees as directed by supervisor
9.	Performs other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> • Valid NC teacher's license • Four (4) successful years as a classroom teacher as demonstrated by appropriate growth and proficiency scores • Prior leadership and teacher support experience 	<ul style="list-style-type: none"> • Master's degree • Experience in working in a Title I/High Priority school preferred. • School Administration

KNOWLEDGE, SKILLS, AND ABILITIES



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- Knowledge of content standards, standards progression, and vertical alignment
- Experience in curriculum writing
- Experience in the creation of online resources, professional learning presentations, data analysis, and the use of a learning management system
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or groups
- Excellent written and verbal communication, negotiation, and interpersonal skills with an adeptness at building relationships and collaborating with various departments to understand their needs.

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations
- Provide and deliver professional, helpful, high-quality service and assistance before, during, and after requirements are met.

PHYSICAL REQUIREMENTS

Sedentary/Medium - Must be able to exert up to 15 lbs. of force occasionally, and up to 10 lbs. of force frequently, and/or up to 5 lbs. of force constantly to move objects. Ability to lift and/or carry 30lbs.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.



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DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.