

Primary Task

To improve **teacher quality** and provide job-embedded **professional development** for elementary classroom teachers and administrators in order to improve student achievement, grades K-6.

Specific Responsibilities

- Encourage and orient new teachers to district's instructional programs, resources, and services
- Assist teachers with concerns/problems through classroom visits and conferences
- Provide leadership and support for continued implementation of the district-wide student engagement initiative
- Provide leadership and assistance to teachers and students for effective implementation of differentiation
- Assist classroom teachers with understanding MAPS/ AIMSweb reports and developing plans for improved group instruction and individual student performance
- Provide leadership and support for district-wide curricular programs which service students while providing coaching for teachers (i.e. *M³*, *You Be the Chemist*, *Club Invention*, etc.)
- Assist teachers in determining appropriate methods of instruction to accomplish specific goals including interventions for KSI
- Advise teachers on specific instructional materials available
- Work with the total staff in planning professional development programs dealing with identified weaknesses in elementary curriculum areas
- Assist schools with the scholastic audit/program review process
- Assist in the selection, organization, and evaluation of textbooks and resource materials
- Collaborate with the district Instructional Supervisor, Coordinator of Gifted/Talented Program, and other elementary curriculum resource teachers in order to maximize services for students and staff
- Suggest reading in professional journals and books for professional growth
- Assist with identification and implementation of services for ESL students
- Maintain the curriculum resource web page.
- **All other responsibilities deemed necessary by the Superintendent.**

Certification Requirements

Elementary teaching certification
Master's Degree
Minimum four (4) years teaching experience
Leadership experience

Extended Employment

Ten (10) Days

Evaluation:

Performance will be evaluated in accordance with provisions of Board Policy as outlined in the Certified Employee Performance Assessment and Improvement Plan.

My signature below indicates that I have been given a copy of my job description.

Signature

Date

Sample Schedule for Elementary Curriculum Resource Teacher

½ day Battletown

½ day Payneville

½ day Muldraugh

1 day Ekron

Flex time *for extended activities in schools, collaboration & G/T*

Planning – Office (district collaboration)