



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Curriculum Specialist, Literacy

FLSA Status: Exempt

Salary Grade, if non-union: SG20

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to focus on student learning by providing support and assistance to teachers and school-based administration. Provides extensive, responsible leadership in literacy curriculum development, content delivery, and analysis of curriculum and school performance.

### Essential Functions of this Job

Provides leadership for communicating, planning, organizing, and training schools to enhance teacher performance and increase student achievement in literacy. Responsible for identifying areas of student strengths and weaknesses and recommending programmatic revisions based on teacher and student performance. Supervises, coordinates, analyzes, and monitors the district K-12 literacy curriculum and the overall function of the literacy program. Assists in the selection of English and reading instructional materials and prepares, supervises, and administers budget for equipment purchases, supplies and repairs. Collaborates with the K-12 Content Specialists to plan, deliver, and evaluate teacher professional learning opportunities. Assists with the identification and recruitment of students into K-12 accelerated programs. Assists with teacher recruitment and placement in schools. Responsible for communicating state statutes, Department of Education (DOE) updates, district procedures, and test report analysis. Plans, organizes, and implements academic competitions and exhibitions as directed by Senior Director, Reading/Writing. Represents the district at state meetings related to English language Arts and reading.

### Non-Essential Functions of this Job

Performs other duties as assigned.

Position Title: Curriculum Specialist, Literacy

Knowledge, Skills and Abilities:

Thorough knowledge of the Common Core State and Next Generation Sunshine State Science Standards. Knowledge of national, state, and district educational goals. Knowledge of research and best practices related to literacy (English and reading) and humanities education. Knowledge of program planning, curriculum development, and test report interpretation. Ability to analyze data. Extensive interpersonal skills, ability to relate to others and facilitate groups. Ability to communicate effectively.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Master's degree in English or reading, English or reading education or educational leadership. Considerable experience in curriculum development and teacher training. Minimum of five (5) years successful English and/or reading teaching experience at the secondary level. Certification in English 6-12 or reading K-12.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 10144  
EEO5: 43  
Approval Date: 2013-07-31  
Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*