



JOB DESCRIPTION

POSITION TITLE: Curriculum / Data Support Specialist	
REPORTS TO: Principal	SALARY: Treutlen County Salary Scale
FLSA: Exempt	WORK DAYS: 200 Days (less furloughs)
JOB GOAL: Assist with the implementation of school improvement initiatives to improve student academic performance in all subject areas through data analysis, teacher support, and improved instructional practices.	

REQUIREMENTS:

1. Educational Level: Master's Degree or higher
2. Certification/Licensing: Georgia Certification in Teaching and/or Leadership.
3. Proficiency Skills: Written and oral communication skills; understanding of student data; understanding of curriculum and instruction as it pertains to the classroom; supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.
4. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Collects data and prepares reports associated with the position as required by local, state and federal agencies.
3. Helps to plan and develop the curriculum and provide Professional Learning for staff in relation to the needs of students and within state and federal guidelines.
4. Maintains a pattern or prompt and regular attendance.
5. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the parents and the public.
6. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
7. Assists the teacher by providing instructional feedback and support to enhance student achievement and meet TKES requirements.
8. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Prepares, organizes, administers, maintains, and coordinates all aspects of Student Learning Objectives (SLO) including storage and security.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
13. Assists in the development, evaluation, and revision of curriculum guides and courses of study and provides instructional coaching.
14. Assists in the analysis of instructional programs, methods and materials to ensure proper scope, sequence, and techniques for effective learning are being employed.
15. Assists in analyzing system-wide test data and preparing reports on the strengths and weaknesses of the instructional program. Assists teachers with understanding and utilizing test results.

16. Assists with planning and delivery of staff development to implement and maintain the instructional program to ensure student achievement while providing job-embedded professional learning .
17. Assists teachers in translating curriculum goals and objectives into meaningful learning experiences to meet the needs of all students assigned.
18. Assists in selecting appropriate material, suitable research-based instructional strategies and instructional management techniques most effective for the students in the classroom.
19. Assists with orientation of beginning teachers.
20. Keeps abreast of and informs the principal of current trends and developments concerning area of responsibility.
21. Monitors compliance with policies and laws concerning area of responsibility.
22. Follows chain of command.
23. Performs all other duties as assigned.

Board Approved: 12-14-15

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