

**CURRICULUM INSTRUCTOR**

---

**TITLE:** Curriculum Instructor

**REPORTS TO:** Building Principal

**SUPERVISES:** N/A

**JOB FUNCTION:** To provide professional-level technical assistance to District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity; provide in-service as assigned; survey system-wide needs in areas of assignment and determine effectiveness of assigned program or activity; direct the work of committees and other groups as assigned.

**DUTIES AND RESPONSIBILITIES:**

---

- Provides professional-level technical assistance to District and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity
- Assists designated supervisor in short-range and long-range planning as assigned
- Works cooperatively with the designated coordinator, program directors and other specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity as assigned
- Researches past and current practices in areas assigned and integrate research in areas of responsibility
- Oversees and directs the work of committees and task forces as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in area of assignment

CURRICULUM INSTRUCTOR

---

**DUTIES AND RESPONSIBILITIES (CONT):**

- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
- Provides technical assistance to District and school staff in the areas of assignment
- Assures compliance with local, State and federal regulations and procedures related to area of assignment
- Assures compliance with Board goals, objectives and directives related to area of assignment
- Maintains regular attendance
- Performs other duties as assigned

**PHYSICAL DEMANDS:**

---

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

---

- Minimum requirements are a Bachelor's Degree and three (3) years successful teaching.

**LICENSES AND OTHER REQUIREMENTS:**

---

- Valid Kentucky Teaching Certificate.

CURRICULUM INSTRUCTOR

---

*Original Date: \_\_\_\_\_*

*Revision Date: 03/1998*

*Revision Date: 07/2012*