

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Instructional Curriculum/Resource Developer **Date Prepared:** 04/2003
FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

241	Instructional Staff Consultation	Observe and assist teachers and instructional support staff in area of specialty (i.e., regular, technical or special education, Chapter One, Bilingual Programs, or Gifted Student Curriculum.). Conduct Workshops and demonstrations on teaching techniques, curricula, materials, and resources.
247	Curriculum Development and Dissemination	Select, develop (or assist in the development of), revise, and disseminate new programs, curricula, materials, and standards for area of specialty (i.e., regular, technical or special education, Chapter One, Bilingual Programs, or Gifted Student Curriculum). Includes preparing and conducting staff development sessions and conducting needs assessments in specialty areas.
253	Curriculum Evaluation	Monitor and evaluate existing programs, curricula, materials, and standards for area of specialty (i.e., regular, technical or special education, Chapter One, Bilingual Programs, Gifted Student or Preschool Curriculum).
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
263	Instructional Media	Supervise or participate in the selection, development, and coordination of the use of books and instructional media, including Special Education.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
081	Project Administration (Nongrant)	Control and monitor projects, oversee administrative details, such as contract billings, project budgets, status reports, etc. Excludes grant administration.

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Activity Name (Continued)

092	Grants Management	Monitor or review grants/contracts for restricted programs. Administer any policies, procedures, and restrictions imposed by grants/contracts.
039	Cross Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: M.A. Degree with three years related experience; or B.A. or B.S. Degree with five years related experience; and Appropriate educational certification/license

Supervisory Responsibility: Yes

Type of Supervision: Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 07/01/2003