

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2327  
Instructional

FLSA: Exempt

**TEACHER ON SPECIAL ASSIGNMENT**  
**(Curriculum Coordinator – Magnet Schools Assistance Program Grant)**

**MAJOR FUNCTION:**

Facilitates the publication of a printed curriculum guide for one of the following areas of responsibility: Global Studies, Literary Arts, Instructional Technology, Foreign Language, Digital Arts or Multimedia Technology. Works with school-based personnel and district-based staff to develop and implement the K-5 Communications Magnet Program housed at Melrose Elementary School or the 6-8 Communications Magnet Program housed at John Hopkins Middle School. Works under the direction of the school principal and Project Manager, Magnet Schools Assistance Program Grant.

**DUTIES AND RESPONSIBILITIES:**

- Assists with overall program development and implementation.
- Advocates best practices for instruction in the classroom.
- Models a focus on highest student achievement.
- Assists with development of an integrated management system for planning and implementing the grant curriculum.
- Responsible for alignment of curriculum to Sunshine State Standards and Pinellas County Schools Student Expectations, consistent with the approved Magnet Schools Assistance Program project plan.
- Assists with the collection and analysis of input from staff, parents, and students on issues related to the Magnet School Assistance Program grant and its implementation.
- Reviews and circulates appropriate resource materials.
- Assesses training needs of students, teachers and parents.
- Maintains and monitors an information system that supports student achievement goals.
- Stays current on related curriculum and instruction issues, trends, and operations.
- Assists teachers in analyzing and using relevant data to systematically review or improve curriculum and instruction.
- Assists in providing training for staff involved in development and implementation of the magnet curriculum.
- Coordinates the in-service training activities required for Magnet School Assistance Program grant project implementation.
- Supports a school-wide environment conducive to the well-being and growth of all instructional staff.
- Shares staff successes.
- Assists with selection, purchase and distribution of appropriate equipment, supplies, and resources aligned to magnet grant curriculum.
- Facilitates the writing and editing of a curriculum guide.
- Coordinates a Plan, Do, Study, Act (PDSA) process for the development of written curriculum guides and instructional activities for each grade level.
- Secures and uses appropriate, related resources effectively.
- Coordinates processes within the school, which results in publication of grade specific curriculum activities.
- Assists in preparing school for program review.
- Interprets and reports instructional staff satisfaction regarding related professional development.
- Monitors progress toward student achievement goals and objectives.
- Performs other related duties as required.

## **TEACHER ON SPECIAL ASSIGNMENT (Curriculum Coordinator - Magnet Schools Assistance Program Grant)**

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university. Three (3) years of successful teaching experience at the grade level of program focus, with a demonstrated interest in the program curriculum topic. Demonstrated experiences in the development of curriculum materials and instructional strategies.

### **PREFERRED:**

Elementary or Middle School experience. Demonstrated skills in oral and written communication and in working with students, parents, teachers, administrators and businesses. Demonstrated experience in curriculum writing and development and the use of related, appropriate technology and a variety of computer applications in the classroom; Student Achievement Model (SAM) in the classroom or as a member of a SAM team; a classroom integrated management system. Demonstrated classroom experience related to the specific program strand (Digital Arts/Technology, Global Studies, Literary Arts or Foreign Language).

- Global Studies position: demonstrated classroom experience with multicultural awareness and sensitivity activities, peer mediation and conflict resolution strategies.
- Foreign Language position: demonstrated classroom experience teaching foreign language.
- Literary Arts position: demonstrated classroom experience with Florida Writes strategies and desktop publication.
- Digital Arts/Instructional Technology/Multimedia Technology: demonstrated classroom experience with emphasis on technology and multimedia application.
- Performs other related duties as required.

ISSUED: 10/98 PBL; FORMAT REVISED: 10/04 LMCK; REVISED WC: 2/28/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**Teacher on Special Assignment (Curriculum Coordinator Magnet Schools Assistance Program Grant)**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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