



# The School District of Osceola County, Florida

## POSITION DESCRIPTION

**TITLE:** Curriculum Assistant High School

**QUALIFICATIONS:**

1. A Bachelor's Degree with graduate credits in specialized educationally related areas.
2. A minimum of two years of successful teaching experience and one year experience as department chairperson, team leader, or curriculum resource teacher is desired.
3. Valid Florida Certificate

**REPORTS TO:** Principal

**POSITION GOAL:** This Curriculum Assistant is directly responsible to the Principal. This non-administrative position will assist with the planning, implementing and coordinating the curriculum.

### PERFORMANCE RESPONSIBILITIES:

1. To coordinate and produce curriculum guides, bulletins or directories for the secondary school
2. To assist in coordinating scheduling, and grade reporting.
3. To assist the Principal with coordination of lesson plans.
4. To implement and coordinate all special programs such as Dual Enrollment, Advanced Placement, JR. R.O.T.C., Executive internship, etc.
5. To schedule on a regular basis, department meetings for the purpose of curriculum development, refinement and implementation.
6. To assist the Coordinator of Planning and Evaluation in writing State and Federal Project Proposals.
7. To assist department chairman in the selection of textbooks for student use.
8. To assist the Principal in the compilation of reports related to curriculum.
9. To perform any other duties as assigned by the Principal or Coordinator of Middle and Secondary Education.

**TERM OF EMPLOYMENT:** Ten (10) months – Teacher Salary Schedule

**EVALUATION:** Performance in this position will be evaluated semi-annually by the Principal.