

ELEMENTARY CURRICULUM LEAD TEACHER

Definition:

Under the direction of the Assistant Superintendent, Elementary Instruction, develops curriculum areas at the elementary level; develops and implements a staff development assistance program utilizing minimum of 50% of the position's time doing demonstration teaching in classrooms, assists in articulating and coordinating the program in each elementary school.

Qualifications:

Credential

Valid California Elementary Teaching Credential.

Education

An advanced degree or specialized training is desirable.

Experience

Three (3) years of regular classroom elementary teaching experience, preferably with experience in both primary and intermediate grade levels.

Distinguishing Characteristics:

The ability to:

- ❖ Demonstrate knowledge and effective skills in curriculum areas.
- ❖ Work well with all students in kindergarten through sixth grade.
- ❖ Develop positive relationships with other school personnel.
- ❖ Organize information, materials, and time effectively.
- ❖ Assist in developing student objectives.
- ❖ Demonstrate knowledge of child growth and development and how children learn.
- ❖ Demonstrate effective communication skills.
- ❖ Demonstrate effective classroom management techniques as a demonstration teacher.
- ❖ Use a computer.

Typical Duties and Responsibilities:

- ❖ Plans, develops, and implements a training and assistance program for elementary teachers.
- ❖ Provides demonstration teaching using a minimum of 50 per cent of the position's time.
- ❖ In-services elementary teachers.
- ❖ Observes, coaches, and gives feedback to elementary teachers.
- ❖ Organizes, develops, and implements a schedule of servicing elementary schools by grouping schools to provide concentrated instruction blocks.
- ❖ Reviews, recommends, and provides guidance in the selection and use of instructional materials.
- ❖ Assists in providing for effective communication with parents and staff.
- ❖ Provides assistance in analyzing school test data to determine targeted needs.
- ❖ Performs other related duties, as assigned.

Board Approved: 6/1993