

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CURRICULUM SPECIALIST - COMMUNICATION SKILLS EDUCATIONAL PROGRAM SERVICES

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of administrative tasks in coordinating the successful implementation of communication skills programs in the County school system. Employee is responsible for interpreting changes to the North Carolina Curriculum, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Employee assists teachers with developing strategies and techniques for assessing and fulfilling the communication skill needs of their students. Employee also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction. Employee assists administrators with evaluating the effectiveness of communication skills programs in the school system and develops strategies for improvement. Reports to the appropriate supervisor

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists Pre-K through Grade 12 teachers with improving techniques of assessing and fulfilling the communication skill needs of all students; provides instructional strategies and various tools to aid the instructional process; observes teachers and provides feedback and/or demonstration lessons.

Provides technical services to high schools in an effort to raise achievement; provides instructional strategies regarding various tests and test-taking skills.

Assists with the overall evaluation of communication skills programs in the system and develops strategies for improvement; coordinates and provides staff development opportunities for special communication skills programs.

Convenes periodic meetings of contact teachers and department chairpersons; attends department and general staff meetings as required.

Serves on ILT and other teacher performance appraisal teams as requested by principals.

Ensures teachers and principals are familiar with any changes to the North Carolina Curriculum regarding communication skills; develops and implements curricular guides on communication skills.

CURRICULUM SPECIALIST - COMMUNICATION SKILLS

Assists the school system with the acquisition of appropriate textbooks, teacher guides and other instructional materials and equipment.

Organizes and directs annual system-wide Spelling Bee, Young Authors' Conference and a Writing Festival.

Assists Director with budget development for Communication Skills.

Keeps parents, administrators and community citizens informed about communication skills programs in the school system.

Develops a comprehensive five-year plan for the Communication Skills in the district.

Supervises and evaluates district-wide communication skills instructional team.

ADDITIONAL JOB FUNCTIONS

Assists Personnel Department with screening and interviewing teacher candidates.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in English, Education, or a related field with a concentration in communication skills preferred, and 5 to 7 years of experience teaching and serving as a communication skills coordinator; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must hold a current North Carolina Curriculum Specialist certification. Must possess a valid North Carolina Driver's License.

CURRICULUM SPECIALIST - COMMUNICATION SKILLS

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, overhead projectors, video cassette recorders, copiers, facsimile machines, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, applications, etc. Requires the ability to prepare correspondence, reports, presentations, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

CURRICULUM SPECIALIST - COMMUNICATION SKILLS

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of appropriate communication skills for primary education students.

Thorough knowledge of the North Carolina State Curriculum as it applies to communication skills.

Considerable knowledge of the current literature, trends, and developments in the field of communication skills instruction.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the County and School Board policies, procedures and standards regarding primary education.

General knowledge of the organization and communication channels of the school system.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skill in counseling and developing staff.

Ability to assess the communication skills of K through 12 students.

Ability to review and evaluate testing results and to develop a plan of action based on conclusions.

Ability to select appropriate and effective textbooks and other materials.

CURRICULUM SPECIALIST - COMMUNICATION SKILLS

Ability to develop innovative and effective communication skills instructional strategies.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make effective oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.