

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

1/87 Effective Date	<u>TEACHER, CURRICULUM RESOURCE</u> Job Title	1.7.10A Index
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1. Primary Function: Assists in the implementation and maintenance of instructional programs in district schools with primary emphasis in elementary schools.
2. Responsible to: Director, Instructional Services.
3. Assigned Responsibilities:
  - 3.01 Plans and conducts inservice training for teachers relating to curriculum and instruction.
  - 3.02 Consults with principals and teachers on matters relating to curriculum and instruction.
  - 3.03 Conducts classroom demonstrations and modeling experiences for teachers.
  - 3.04 Gives timely and up-to-date information to teachers on instructional programs.
  - 3.05 Applies group process communication skills.
  - 3.06 Participates in the development and revision of instructional programs as assigned.
  - 3.07 Identifies for teachers appropriate supplementary and alternative materials and resources.
  - 3.08 Assists teachers in identifying and using learning activities that integrate subject areas.
  - 3.09 Serves as a link between teachers and needed resources.
  - 3.10 Assists schools in the selection of adopted instructional materials.
  - 3.11 Assists teachers in using appropriate diagnostic techniques.
  - 3.12 Communicates with and carries out liaison activities with curriculum coordinators, other resource teachers, and selected district supervisors.
  - 3.13 Assists in carrying out instructional program evaluation activities.

Additional Responsibilities:

  - 3.14
  - 3.15
  - 3.16
4. Minimum Qualifications:
  - 4.01 Valid Oregon Elementary Teaching Certificate.
  - 4.02 Two years successful elementary teaching experience.
  - 4.03 Demonstrated competency in curriculum development.
  - 4.04 Demonstrated ability to collaborate with peers in the successful completion of an educational project.

Additional Qualifications:

  - 4.05
  - 4.06
  - 4.07

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- 5. Minimum Term of Employment: Teacher Contract. A rotation cycle with a maximum of three years of service will be in effect.
- 6. Salary Level: Placement on Teacher Salary Schedule.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(supervisor)

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
(staff member)