

Flagler County School District CURRICULUM SPECIALIST & CTE (661)

JOB POSTING

Job Details

Posting ID **661**
Title **CURRICULUM SPECIALIST & CTE**
Description
 [PLEASE CLICK HERE FOR THE JOB DESCRIPTION](#)

[CLICK HERE FOR SALARY SCHEDULE LISTED UNDER PROFESSIONAL STEP \(RANGE 0-10\)](#)

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Year	<i>Job Category</i>	PROFESSIONAL
<i>External Job Application</i>	Professional	<i>Internal Job Application</i>	Professional
<i>Location</i>	CURRICULUM	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Instructional Conditions of Employment		

Job Application Timeframes

<i>Internal Start Date</i>	01/30/2025	<i>General Start Date</i>	01/30/2025
<i>Internal End Date</i>	02/15/2025	<i>General End Date</i>	02/15/2025

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1	715	Curriculum Specialist & CTE

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Instructional Reference Check Survey
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FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

CURRICULUM SPECIALIST

QUALIFICATIONS:

- (1) Master's degree (preferred) from an accredited educational institution.
- (2) Valid Florida certification in an appropriate area.
- (3) Five (5) years successful teaching experience.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research related to curriculum development and implementation. Knowledge of child development and developmental characteristics. Knowledge of student learning styles. Ability to develop and maintain effective working relationships with faculty, staff and parents. Ability to organize and monitor programs and activities. Ability to assess student performance, analyze test results and prescribe actions for improvement. Knowledge of state and district testing programs, English for Speakers of Other Languages (ESOL), Title I and other mandated programs. Knowledge of procedures for ordering, distribution and inventory of textbooks and instructional materials. Knowledge of the current county adopted curriculum.

REPORTS TO:

Executive Director of Teaching & Learning

JOB GOAL

To assist in the development and implementation of curriculum throughout the district in accordance with state, district and school objectives and guidelines.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist in the development and implementation of district curriculum in accordance with state, district and school-level objectives and guidelines.
- * (2) Assist with overseeing the ordering, management and distribution of instructional materials including textbooks for the district.
- * (3) Assist with the implementation of district-adopted programs such as reading, writing and mathematics.
- * (4) Assist in the implementation of district, state and federal programs, *e.g.*, Limited English Proficiency Program, School Improvement Program, Sunshine State Standards, Title I and No Child Left Behind, Voluntary Pre-kindergarten and the K-12 Reading Plan.

CURRICULUM SPECIALIST, DISTRICT (Continued)

- * (5) Assist with the planning and preparation for the summer program.
- * (6) Serve as district testing coordinator for state mandated testing (FCAT).
- * (7) Assist in evaluating program success at schools and in providing for program modification where appropriate.
- * (8) Analyze assessment data and make recommendations for changes in curriculum and instruction.
- * (9) Coordinate program planning to involve district and school personnel, community representatives and students when appropriate.
- * (10) Serve as a program consultant to school personnel to assist in the identification of program needs and selection of appropriate materials and equipment.
- * (11) Assist school personnel in initiating and implementing new programs.
- * (12) Coordinate the instructional media support program to include all audiovisual, print, computer, radio and television services as well as demonstration projects, contracts and grants.
- * (13) Serve as program consultant to school personnel by providing assistance in planning, development and use of technology.

Inter/Intra-Agency Communication and Delivery

- * (14) Serve as liaison with school curriculum personnel.
- * (15) Communicate effectively, orally and in writing, with other professionals, students, parents and the community.
- * (16) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- * (17) Provide accurate and timely information to parents, students and school staff about curriculum requirements.
- * (18) Serve as district liaison and contact person with the Department of Education for state assessment and program evaluation activities.
- * (19) Assist in the interpretation of program, philosophy and policies of the district to staff, students, parents and the community.
- * (20) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (21) Provide and/or coordinate teacher in-service activities which support the curriculum, promote teacher awareness of current educational research and recommended practices, and increase the ability of teachers to implement effective teaching practices.
- * (22) Coordinate the development and implementation of in-service activities related to curriculum.
- * (23) Engage in continuing improvement of professional knowledge and skills.
- * (24) Assist others in acquiring knowledge and understanding of the particular area of responsibility.
- * (25) Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.
- * (26) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.
- * (27) Keep informed and disseminate information about current research, trends and best practices in the area of responsibility.

CURRICULUM SPECIALIST, DISTRICT (Continued)

- * (28) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (29) Demonstrate attention to punctuality, attendance, records and reports.
- * (30) Maintain confidentiality of student and other professional information.
- * (31) Comply with policies, procedures and programs.
- * (32) Exercise appropriate professional judgment.
- * (33) Assist in the development of policies for instructional services.

Leadership and Strategic Orientation

- * (34) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- * (35) Provide leadership and direction for assigned areas of responsibility.
- * (36) Assist in implementing the district's goals and strategic commitment.
- * (37) Exercise proactive leadership in promoting the vision and mission of the district.
- * (38) Set high standards and expectations for self and others and both promote and exhibit a service attitude.
- * (39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (40) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement 11

Salary Lane: Professional PAL4

APPROVED 06/19/2018

PROFESSIONAL SALARY MATRIX

2024-25

STEP	PAEZ	PAFZ	PAHZ	PAIZ	PAJ1
Adv Degr		PAF-A		PAI-A	PAJ-A
0	\$31,546	\$43,543	\$45,734	\$51,105	\$52,343
1	\$32,110	\$44,328	\$46,572	\$52,041	\$53,309
2	\$32,686	\$45,128	\$47,427	\$52,996	\$54,296
3	\$33,274	\$45,944	\$48,300	\$53,968	\$55,302
4	\$33,873	\$46,777	\$49,188	\$54,962	\$56,327
5	\$34,484	\$47,626	\$50,095	\$55,975	\$57,375
6	\$35,108	\$48,492	\$51,021	\$57,008	\$58,442
7	\$35,743	\$49,376	\$51,965	\$58,062	\$59,531
8	\$36,393	\$50,277	\$52,927	\$59,137	\$60,641
9	\$37,054	\$51,196	\$53,910	\$60,233	\$61,774
10	\$37,729	\$52,133	\$54,911	\$61,352	\$62,930
11	\$38,417	\$53,090	\$55,933	\$62,492	\$64,108
12	\$39,119	\$54,065	\$56,975	\$63,655	\$65,310
13	\$39,835	\$55,060	\$58,038	\$64,842	\$66,536
14	\$40,566	\$56,075	\$59,122	\$66,053	\$67,787
15	\$41,310	\$57,111	\$60,228	\$67,287	\$69,062
16	\$42,071	\$58,166	\$61,356	\$68,547	\$70,364
17	\$42,845	\$59,244	\$62,506	\$69,831	\$71,691
18	\$43,636	\$60,342	\$63,680	\$71,142	\$73,045
19	\$44,443	\$61,463	\$64,878	\$72,479	\$74,425
20	\$45,265	\$62,605	\$66,098	\$73,842	\$75,834
21	\$46,105	\$63,770	\$67,344	\$75,232	\$77,271
22	\$46,960	\$64,960	\$68,614	\$76,651	\$78,736
23	\$47,834	\$66,173	\$69,909	\$78,097	\$80,231
24	\$48,724	\$67,410	\$71,232	\$79,573	\$81,756
25	\$49,632	\$68,672	\$72,579	\$81,078	\$83,310
26	\$50,540	\$69,936	\$73,929	\$82,586	\$84,876
27	\$51,465	\$71,222	\$75,304	\$84,122	\$86,472
28	\$52,407	\$72,533	\$76,705	\$85,687	\$88,098
29	\$53,366	\$73,867	\$78,131	\$87,281	\$89,754
30	\$54,343	\$75,227	\$79,585	\$88,904	\$91,441
	200D/8H	12M/8H	12M/7-8H	12M/7-8H	12M/7-8H
	Manager, Fd Svc	Area Manager	Food Svc Spec	AWD Program Mgr	Conf Legal Asst/SB
		Conf Legal Asst/WC	Food Engage Spec	Coord, HR	Asst Dir, Comm Ed
		Confid. Adm Asst	Comm Engage Spec	Coord, Info Systems	Supervisor, Comm Svcs
		FTI Fin Aid/Grant Spec	AWD Inst Spec	Coord, Pos Control	
		FTC Marketing Spec		Coord, Tech Svcs	
		Route Coordinator		Food Nutrition Spec	
		Student Svcs Spec		Spvr, Adult Gen Ed FTI	
		Web Content Mgr		Spvr, Apprenticeship FTI	
		Attend & Truancy Spec		Spvr, Custodian	
				Spvr, Early Childhood FTI	
				Spvr, Fleet	
				Spvr, Health Sciences FTI	
				Spvr, Maintenance	
				Spvr, Transportation	

PROFESSIONAL SALARY MATRIX

2024-25

STEP	PAL3	PAL4	PALZ	PAOZ	PAPZ
Adv Degr	PAL-A				
0	\$55,132	\$69,480	\$56,149	\$57,602	\$62,057
1	\$56,148	\$70,793	\$57,185	\$58,668	\$63,221
2	\$57,185	\$72,133	\$58,243	\$59,755	\$64,409
3	\$58,242	\$73,499	\$59,321	\$60,864	\$65,621
4	\$59,320	\$74,892	\$60,421	\$61,995	\$66,856
5	\$60,421	\$76,313	\$61,543	\$63,148	\$68,117
6	\$61,542	\$77,763	\$62,689	\$64,325	\$69,403
7	\$62,688	\$79,242	\$63,855	\$65,525	\$70,714
8	\$63,855	\$80,750	\$65,046	\$66,749	\$72,053
9	\$65,045	\$82,288	\$66,261	\$67,998	\$73,416
10	\$66,260	\$83,858	\$67,500	\$69,272	\$74,808
11	\$67,499	\$85,458	\$68,764	\$70,571	\$76,228
12	\$68,763	\$87,091	\$70,053	\$71,896	\$77,676
13	\$70,052	\$88,756	\$71,368	\$73,247	\$79,153
14	\$71,367	\$90,455	\$72,708	\$74,626	\$80,660
15	\$72,707	\$92,187	\$74,077	\$76,032	\$82,196
16	\$74,076	\$93,955	\$75,471	\$77,466	\$83,764
17	\$75,470	\$95,756	\$76,894	\$78,930	\$85,362
18	\$76,893	\$97,596	\$78,346	\$80,421	\$86,993
19	\$78,345	\$99,471	\$79,826	\$81,943	\$88,656
20	\$79,825	\$101,384	\$81,336	\$83,497	\$90,353
21	\$81,335	\$103,334	\$82,877	\$85,080	\$92,083
22	\$82,876	\$105,325	\$84,448	\$86,695	\$93,849
23	\$84,447	\$107,355	\$86,051	\$88,343	\$95,648
24	\$86,050	\$109,426	\$87,685	\$90,023	\$97,486
25	\$87,684	\$111,538	\$89,353	\$91,737	\$99,358
26	\$89,324	\$113,668	\$91,033	\$93,462	\$101,246
27	\$90,994	\$115,839	\$92,744	\$95,219	\$103,169
28	\$92,696	\$118,052	\$94,488	\$97,009	\$105,130
29	\$94,429	\$120,307	\$96,264	\$98,833	\$107,127
30	\$96,195	\$122,605	\$98,074	\$100,691	\$109,163
	12M/7-8H	12M/7-8H	12M/7-8H	12M/8H	12M/7-8H
	Coord Plant Ops	Coord, Assessment	Dir, Auditorium	Asst Dir, CTE/AGE	Coord, Tech/Innov
	Coord Trans/Fleet	Coord, Comm Ed		Coord, Purchasing	Coord, Planning
	Spvr, Payroll	Coord, Communications		Coord, Technology	
	Spvr, HR/Benefits	Coord, Data Quality			
		Coord, District Tech			
		Coord, Federal Prog			
		Coord, New Tech			
		Coord, Prof Standards			
		Coord, Service Learning			
		Coord, Student Support			
		Coord, Student Behavior			
		Curriculum Specialist			
		District Safety Spec			

