

JOB TITLE
COORDINATOR
CURRICULUM RESOURCE CENTER

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED SPECIALIST

SALARY SCHEDULE & GRADE
III

LENGTH OF WORK YEAR
260 DAYS

DATE
JULY 1, 2009

SCOPE OF RESPONSIBILITIES

Responsible for overseeing, managing, and coordinating activities within the Curriculum Resource Center.

PERFORMANCE RESPONSIBILITIES

1. Coordinates daily operation of Curriculum Resource Center (CRC).
2. Serves as educational consultant to teachers and staff regarding areas of curriculum, teaching methods, and teaching materials.
3. Oversees production and collection of educational materials and displays.
4. Coordinates organizational and retrieval system for materials within the Curriculum Resource Center.
5. Facilitates opportunities which encourage sharing and support among teaching staff.
6. Assists teaching staff who use the CRC in defining their needs and locating appropriate resources.
7. Plans activities to meet identified patterns of need of district teaching staff.
8. Facilitates integration of CRC with other services and resources within the JCPS/Gheens Professional Development Academy.
9. Manages budget and expenditures of the CRC.
10. Performs other duties as assigned by the designated specialist.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's degree with teacher certification endorsed for elementary or secondary education
2. Five (5) years successful teaching experience at elementary or secondary level
3. Successful leadership experience working in educational service center(s) and/or materials production center(s)

DESIRABLE QUALIFICATIONS

1. Experience in designing instructional materials for classroom use
2. Demonstrated skill in communicating with public and teaching staff

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