

Curriculum Development Extra-curricular Job Description

Qualifications:

1. West Virginia Teacher Certification in Program of Study as listed on the job posting.
2. Meets specialized criteria and skills listed on the job posting.
3. Exhibits knowledge of program of study.
4. Good communication skills.
5. Effective organizational skills.
6. Ability to work effectively and cooperatively with colleagues and supervisor.

Immediate Supervisor: Instructional Director

Duties and Responsibilities:

1. Review appropriate state approved content standards and objectives.
2. Identify areas, within the Program of Study, for which content standards and objectives will be written or implemented.
3. Develop and/or write content standards and objectives, or learning strategies, for Program of Study.
4. Complete assigned tasks within the time limits provided.
5. Present finished product to Instructional Director.
6. Maintain professional work habits.
7. Perform other job related duties as assigned by the Instructional Director.

Jackson County Board of Education
Date