

WALL TOWNSHIP PUBLIC SCHOOLS

TITLE: Curriculum Assistant

REPORTS TO: Director of Curriculum and Instruction

QUALIFICATIONS: NJ Standard Certificate in Elementary Education
A minimum of five full years of teaching experience at the elementary level
Experience in curriculum and professional development
Supervisory Certificate desired but not required
Masters in reading desired but not required for Literacy Assistant
Math Certificate desired but not required for Math Assistant

JOB GOAL: To identify and provide effective, substantive and ongoing professional development and instructional support for teachers and administrators using a data driven decision making process.

PERFORMANCE RESPONSIBILITIES:

1. Work with administrators and faculty to build and support – a program of support for teachers
2. Work collaboratively with building principals in the development of an individual school focus and support program
3. Prepare teachers to use research-based instructional strategies appropriate for all students
4. Co-plan and co-teach with classroom teachers and provide high quality demonstration lessons
5. Analyze test data and other performance measures to identify promising practices
6. Develop, present and or participate in district wide meetings and staff development
7. Maintain paperwork consistently, appropriately and in a timely manner
8. Maintain the confidentiality of schools, teachers, and classrooms.
9. Research and provide information for use by the district, departments, schools, and teachers
10. Performs other duties as assigned by building principals or the Director of Curriculum and Instruction

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board

EVALUATION: Performance of this job will be evaluated in accordance with state level and provisions of the board's policy on evaluation of certificated staff. The annual evaluation will be collaboration between the Director of Curriculum and Instruction and the elementary building principals.

APPROVED: August 10, 2010

REVISED: