



Secondary English Language Arts (ELA) Curriculum Specialist

JOB DESCRIPTION

The Secondary English Language Arts (ELA) Curriculum Specialist, under the supervision of the Director of Secondary Curriculum, coordinates and supervises the English Language Arts programs for grades 6-12.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's degree; Master's degree preferred
- Valid Texas teaching certificate
- Three years experience as a social studies teacher in a secondary school

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of best practices in ELA, integrated language arts, reading strategies, and current reading issues
- NJWPT trained (or willing to be trained this year)
- Excellent communication and interpersonal skills
- Experience with staff development

DUTIES AND RESPONSIBILITIES

1. Serves as a resource person to campus principals and teachers to meet the instructional needs of students
2. Assists classroom teachers to develop goals for effective ELA instruction, and in implementing District curriculum frameworks
3. Provides classroom demonstration lessons to model effective ELA instruction
4. Observes ELA classroom activities to provide teachers with constructive feedback to enhance professional growth
5. Assists teachers to evaluate, purchase, and use instructional materials
6. Assists teachers to develop instructional strategies and curriculum designed to improve student achievement
7. Designs and implements new teacher instructional support plan in collaborations with curriculum staff
8. Collects, compiles, and reports assessment data
9. Disseminates assessment data to campuses and helps to develop plans for low-progress students
10. Assists with grant writing activities
11. Meets regularly with secondary department heads and departments
12. Confers with staff regarding professional growth opportunities available
13. Plans and presents District workshops, sessions, and courses which focus on secondary ELA
14. Coordinates professional development at campus level as requested by Principal
15. Conducts professional book study groups
16. Keeps current on ELA issues by participating in professional organizations and attending workshops and conferences
17. Works collaboratively with elementary language arts instructional specialist to design and implement a cohesive District-wide professional development plan
18. Assists in the design and implementations of ELA professional development initiatives for professional staff
19. Performs other duties as assigned

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MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: Specialist Pay Scale

NUMBER OF DAYS: 216

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*