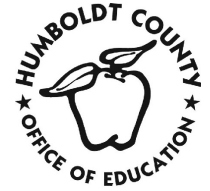


HUMBOLDT COUNTY OFFICE OF EDUCATION
CERTIFICATED JOB DESCRIPTION

CURRICULUM RESOURCE TEACHER



Garry T. Eagles, Ph.D.
Superintendent

General Description

The Curriculum Resource Teacher shall report directly to the designated program administrator and under direction shall assume responsibility for planning, developing and implementing specialized educational support services which are designed to enhance teachers' abilities to provide instruction to students. Depending upon the curricular area of expertise and/or the program of assigned responsibility, the Curriculum Resource Teacher shall assess needs, develop training modules, conduct inservice education programs, facilitate committee work, design instructional materials and/or perform demonstration teaching. The Curriculum Resource Teacher shall also serve a liaison between the teaching staff and the Humboldt County Office of Education as assigned.

Minimum Qualifications

1. Possess and maintain a valid California teaching credential authorizing service in or related to the area of assigned responsibility.
2. Demonstrate competence in communicating effectively with children, teachers, staff, and representatives of other agencies.
3. Possess specialized skills, experience, and training in the areas of instructional methodologies, curriculum design/modification, demonstration teaching and staff development.
4. Demonstrate knowledge of and experience with state model curriculum frameworks, curriculum guides and other exemplary instructionally-related resources.

Duties and Responsibilities

NOTE: Depending upon the curricular area of assignment and/or program area of responsibility, the duties of the Curriculum Resource Teacher will vary greatly, even from year to year within the same program or area.

1. Assists in conducting needs assessments related to assigned area.
2. Design instructional materials and sample lessons consistent with program area of emphasis or grant requirements as appropriate.
3. Conducts demonstration teaching units for replication purposes.
4. Develops an implements staff development training courses and follow-up programs.

5. Participates on advisory committees, makes oral presentations to groups, and drafts articles for professional and community distribution as assigned.
6. Promotes existing services and provides input on new/different services that will respond to the changing demands within local educational systems.
7. Acquires and disseminates information regarding innovative instructional methods/techniques.
8. Screens and evaluates materials and demonstrates their particular use.
9. Facilitates the collaboration efforts of local school personnel in providing special programs and services to students.
10. Maintains an inventory or file of materials, equipment and resource personnel for classroom use.
11. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.
12. Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff.
13. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
14. Effectively communicates with staff, parents and agencies.
15. Attends regular and special staff meetings and actively participates as a member of the educational team.
16. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
17. Performs other related duties.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.

3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

The Humboldt County Office of Education is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the office.

For further information concerning the specific requirements of any particular assignment, please contact the Personnel Office.

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