

Macon County Board of Education

POSITION TITLE: Specialist (Certificated)

JOB GOAL: To develop ways in which the school and system's objectives may be improved in the content field, by creating and maintaining superior standards of teaching and learning.

REPORTS TO: Superintendent

SUPERVISES: Assigned Staff, if applicable

PERFORMANCE RESPONSIBILITIES:

1. Develops teaching strategies to implement new curricula.
2. Conducts in-service workshops for teachers in the content area.
3. Performs classroom visitations and demonstrations.
4. Participates in curricula development.
5. Works with individuals and groups to accomplish program objectives.
6. Provides information to staff on major trends and developments in the content area.
7. Assists in writing and constructing performance criteria for students and staff.
8. Orients program staff in the content area.
9. Recommends and assists in securing relevant materials for programs.
10. Demonstrates effective interpersonal relations skills.
11. Demonstrates proficiency in written and oral communication.
12. Plans and accomplishes personal professional growth and demonstrates professional ethics and leadership.
13. Compiles with federal and state laws and state and local board policies affecting area(s) of responsibility.
14. Any other duties assigned by the Superintendent.

REQUIREMENTS:

1. Technological Proficiency
2. Knowledge of Leadership and Program Management
3. Applicable Degree, Certification, and Licensure, as required by State Department of Education.
4. Appropriate Experience and Proven Track Record of Success

TERMS OF EMPLOYMENT: Varied.

APPLICATION: Complete online application if applying from outside the system. If within the system, please submit a letter of interest.

NOTE: Duties for this job are assigned by the Superintendent and may include but are limited to the following areas: Accountability, Assessment, Curriculum, Data Collection and Analysis, Facilities, Federal Programs, Finance, Instruction, Operations, Prevention and Support, School Improvement, Special Education, Student Services, Technology, Transportation.