

**School District of Santa Rosa County  
Job Description  
Curriculum Coach**

<b>Reports to:</b> Director of Pre-Kindergarten Programs	<b>FLSA Status:</b> Exempt
<b>Department:</b> Pre-Kindergarten Programs	<b>Prepared by:</b> Human Resources
<b>Date:</b> August 18, 2016	<b>Job Code:</b> 21134

**Principal Duties and Responsibilities (Essential Functions\*\*):**

Serve as a mentor to personnel concerning their knowledge of CLASS, current curriculum and developmentally appropriate teaching practices.  
Conduct environmental observations with follow-up  
Conduct Needs-Assessment with follow-up  
Participate in age-level meetings when needed  
Assist instructional personnel as they write lesson plans  
CLASS Action Plans-assist in follow-up  
Collaborate with teachers and staff at the outlying sites  
Meet with Education Specialist on a regular basis  
Meet with Director of Pre-Kindergarten Programs as needed

**Supervision Received:**

Director of Pre-Kindergarten Programs

**Qualifications & Skills:**

Bachelor's Degree or Higher from an accredited institution  
Currently hold or be eligible for Florida Teaching Certificate in Pre-K/Primary

**Preferred:**

A minimum of three years' experience in a pre-kindergarten setting

**Physical Demands:**

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan/ 10 months: 7.5 hours per day  
Teacher position paid from instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**\*\*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.