

To be posted on the Teacher's Bulletin Board **7/2/2009**
 Bids must be emailed to Human Resources **no later than 8:00am on 7/8/2009.**

JEA Vacancy Posting #1 2009-2010

 These positions are in compliance with Article VII of the Professional Negotiations Agreement between the Jackson Public Schools and the JEA. Anyone desiring a possible transfer to these positions should refer to Article VII of the Agreement.

Summer Vacancies	Qualifications
Jump Into Kindergarten Summer Program* 3 teacher vacancies	Elementary Certified K-2 Roster ZA endorsement CPR and First Aide trained
Jump Into Kindergarten Summer Program* 1 Director/Teacher vacancy	Trained on Jump Into Kindergarten curriculum K-12 PE/Health (<i>MX or MB&MA</i>) Certified

*Required Training Days: July 9 and July 10, 2009 from 9:00am-3:00pm at McCulloch School.

*Required Program Days: Monday through Thursday July 13th -July 23rd from 8:30am-2:30pm at McCulloch School.

Schedule B Vacancies	
<u>District Curriculum Chairperson**</u> 1 Math vacancy 1 English vacancy 1 Science vacancy 1 Social Studies vacancy 1 Reading vacancy	Supplemental Pay: \$3,126.50 <i>Position will be awarded to the most qualified candidate—not based on seniority.</i>
<u>District Curriculum Chairperson**</u> 1 Art vacancy 1 Physical Education vacancy 1 Foreign Language vacancy 1 Music vacancy 1 CTE vacancy	Supplemental Pay: \$1,563.25 <i>Position will be awarded to the most qualified candidate—not based on seniority.</i>

** See page 2 for the job description for these positions

Schedule B Vacancies	
<u>Lower Elementary Curriculum Chairperson</u> 1 Math vacancy 1 English vacancy 1 Science vacancy 1 Social Studies vacancy 1 Reading vacancy	Supplemental Pay: \$1,250.60 <i>Position will be awarded to the most qualified candidate—not based on seniority.</i>
<u>Upper Elementary Curriculum Chairperson</u> 1 Math vacancy 1 English vacancy 1 Science vacancy 1 Social Studies vacancy 1 Reading vacancy	Supplemental Pay: \$1,250.60 <i>Position will be awarded to the most qualified candidate—not based on seniority.</i>

Position Title: Head Curriculum Chair (Assigned) Department

Department: Curriculum
Reports To: Assistant Superintendent
Revision Date: 4/10/09

Purpose Statement:

The Head Curriculum Chair Person is responsible for curriculum development within their assigned department. They are also responsible for providing direction on how to improve teachers through Professional Development within their assigned content area, based on student test data.

Essential Duties And Responsibilities: (May not include all tasks employee may be expected to perform.)

Within their (Assigned) Department K-12:

- Will lead curriculum development and coordination, K-12
- Will follow District curriculum cycle plan.
- Will work with administration in analyzing student test data showing teachers how to improve instruction specific to their assigned department.
- Will recommend speakers and topics for Professional Development, on how to best improve teachers.
- Will assist administration with the organization of Professional Development Days, teaching teachers how to improve instruction specific to their assignment.
- Will prepare presentation including the recommendation of materials and cost for curriculum council.
- Will chair K-12 curriculum meeting.
- Will provide leadership on Professional Development Days.

Qualification Requirements: *To perform this job successfully, an individual must be qualified to perform essential duties. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- Preferred major in (assigned) Department minimum of a minor.
- Has demonstrated successful teaching in (assigned) Department for a minimum of 5 years.

Education And/Or Experience:

- Minimum – Bachelors degree in Education. Masters degree preferred
- Documentation of Professional Development over the past three years
- Must be willing to take additional training if needed.

Certificates, Licenses, Registrations (if applicable):

- Certified teacher in the content area

Desired Attributes:

- Strong problem solving and decision making skills.
- Ability to multi task.
- Excellent written and verbal communication skills.
- Ability to promote harmonious relationships with staff and administrators.
- Strong computer skills.
- Self monitoring and motivated to develop Department.

Physical Requirements (if applicable): *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Work in a classroom environment sitting at a desk, walking and movement.