

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE **CONTRACT REFERENCE**
Curriculum Writing FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR **VERSION DATE**
Principal/Coordinator January 2016

JOB SUMMARY

Write a basic framework for your course; Significant Concept, Unit Question, Area of Interaction Theory of Knowledge Links, Knowledge and Skills, MYP Assessments, etc.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Complete the ATLAS template
2.	Align scope and sequence and assessments to standards and objectives
3.	Plan assessment tasks to meet prescribed minimums (MYP) or to align with internal or external assessments (DP)
4.	Develop task specific rubrics for prescribed minimum assessments
5.	Continue development of International Mindedness and curricular Community and Service

QUALIFICATIONS (Specific training or job experience required before appointment)

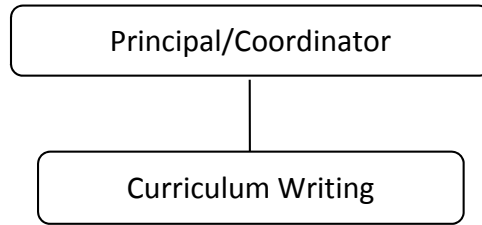
- Minnesota teaching license required

JOB TITLE

Curriculum Writing

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CONTRACT REFERENCEFEA Master Agreement

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.