

CURRICULUM SPECIALIST

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Responsible for assisting in the implementation of the District curricular program which includes curriculum innovation and planning, research, data analysis, assessment, coaching and professional development.

ESSENTIAL JOB FUNCTIONS:

- Develop, plan and coordinate curriculum and assessments for the purpose of implementing a standards-based instructional program
- Participates in professional development growth activities for the purpose of maintaining professional knowledge and staying current with curricular trends
- Identify and review eternally produced content and resources
- Research new and innovative curriculum practices
- Oversees all curricular adoptions, including review, selection, distribution and subsequent professional development
- Analyze data for the purpose of improving the instructional program
- Collaborate with District departments, site leadership, and other districts to design innovative and effective curriculum for all students
- Communicates/participates with local and state organizations for the purpose of staying current and knowledgeable about educational requirements
- Consults/coaches with teachers and administrators for the purpose of implementing and maintaining a standards based program
- Demonstrates effective teaching strategies and management techniques for the purpose of assisting teachers to improve their instructional skills
- Designs/conducts diverse professional development for the purpose of implementing content standards and increasing student knowledge in assigned content areas
- Coordinates grade level and subject area teachers related to curriculum content
- Supports/monitors the integration of technology as a tool for curriculum implementation and student learning
- Prepares requested reports and presentations
- Performs other duties as assigned by the Director of Curriculum

EMPLOYMENT STANDARDS:

- Ability to establish and maintain effective relationships with adults and students
- Communicate effectively orally and in writing
- Work independently exercising sound judgment and initiative in implementing tasks and recognizing problems
- Ability to lead and utilize motivational techniques and strategies in the development curriculum and assessment
- Develop, coordinate, promote and evaluate curriculum
- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

KNOWLEDGE OF:

- Content area and common core state standards
- Applicable laws, codes, regulations, policies, and procedures as it relates to curriculum and instruction
- Philosophical, educational, fiscal, and legal aspects affecting curriculum and instruction processes
- Theories, techniques, and methodologies of curriculum, instruction and professional development
- Curriculum and instruction design and delivery systems, including audit and evaluation processes that determine program effectiveness
- Curriculum and assessment support programs, services and networks
- Human relationships, conflict resolution strategies, and procedures
- Interpersonal skills using tact, patience, and courtesy
- Adult learning theory
- Coaching strategies
- State assessment initiatives
- Theory related to learning modalities and learning pedagogies
- Oral and written communication skills
- Effectively operate and use technology

SKILL AND ABILITY TO:

- Plan, organize and coordinate curriculum, instruction and professional development
- Plan and organize work to meet schedules and timelines
- Prepare and deliver effective presentations to diverse audiences
- Meet district standards of professional conduct as outlined in Board Policy
- Plan, develop, organize, and conduct motivational and team building activities
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Operate a motor vehicle
- Establish and maintain cooperative and effective working relationships with others
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WORKING CONDITIONS:

- Office environment
- Driving a vehicle to conduct work

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material.
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

- Equivalent to the completion of an earned Master of Arts or higher degree program from an accredited college or university in educational administration, instructional supervision, curriculum and instruction or a closely related field or be enrolled in a Master's program
- Three years of successful teaching experience, including coordination and supervisory experience
- Valid California teaching credential

WORK YEAR:

The work year is two hundred (200) days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Board approved (Science Curriculum Specialist): February 28, 2006
Update: December 11, 2012*