

CURRICULUM SPECIALIST

DEFINITION

Under the direction of the Education Services Division Directors act as a resource to CUSD staff to support curriculum development, teacher development, and instructional programs designed to enhance student achievement. Contribute to the overall planning, designing, and development of course content and assessments for a specific subject area(s). The Curriculum Specialist assists in reviewing externally produced content and resources, assists in the curriculum adoption process, and the development of teacher created instructional support materials and curriculum.

EXAMPLES OF DUTIES

- Coordinate planning, designing, and development of course content and assessments.
- Develop content aligned to the Common Core State Standards.
- Collaborate with other Curriculum Specialists, Instructional Coaches, teachers, staff, and administration to seek out and design innovative instructional materials to support the instruction of the Common Core State Standards, Next Generation Science Standards, English Language Development Standards, and the Digital Literacy Standards.
- Review course and content data making recommendations regarding revisions.
- Identify quality content providers for supplementary curricular resources.
- Research new and innovative curriculum practices; stay current with curricular trends and standards changes.
- Work directly with grade level and department chairs in the design and vetting of course content, including curriculum guides, pacing guides, and instructional materials.
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others.
- Plan, develop, and utilize a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils from varied socio-economic and cultural backgrounds, and who possess a range of mental and emotional maturity.
- Facilitate meetings and professional learning opportunities for teachers, administrators, staff, and parents in the use of curriculum resources.

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QUALIFICATIONS

Knowledge of:

Subject matter, Common Core State Standards, English Language Development, pedagogy, and curriculum design; Implementation of copyright standards; ability to meet deadlines and handle diverse tasks simultaneously using prioritization; adult learning theory; Strong verbal, written, and communication skills; strong interpersonal, leadership, and motivational skills

Ability to:

Plan, organize, develop, and conduct a comprehensive teaching and instructional program for students; understand the role of data in the instructional cycle; provide appropriate and effective learning experiences for pupils from a wide range of socio-economic levels and cultural backgrounds; effectively assess the instructional and educational needs of pupils, and design, develop, and implement sound instructional and educational programs; perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance pupil educational opportunities and experiences; facilitate professional development and meetings with colleagues, teachers, site and District administrators, staff and parents

Experience:

Two years of regular full-time teaching experience; curriculum design, development, and implementation experience preferred

Certification Requirement:

Possess a California credential as a teacher of elementary grade students or secondary level students in major or minor subject matter fields, No Child Left Behind (NCLB) certification as appropriate and CLAD, BCLAD or English Learner authorization.