

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Professional Learning Curriculum Specialist, Teacher on Special Assignment

**DEPARTMENT/DIVISION:** Professional Learning

**POSITION SUMMARY:** Under general supervision of the Director of Professional Learning, the Professional Learning Curriculum Specialist performs a variety of duties relating to coaching, training, and supporting principals, teachers, and sites in teaching strategies for any content area, English Learners and the application of educational technology, and closing the achievement gap. The Professional Learning Curriculum Specialist position will be filled for one school year at a time based on the needs of the District.

### **ESSENTIAL FUNCTIONS:**

1. Provides coaching, training, lesson modeling, and support to teachers at the K-5, 6-8, and 9-12 grade levels.
2. The main focus of the work day is conducting classroom visits, lesson observations and debriefings, and teaching model lessons.
3. Develops proficiency in adopted curricula.
4. Develops proficiency in educational technology.
5. Attends and conducts curricula and educational technology trainings.
6. Provides guidance for new and veteran teachers in goal setting, lesson planning, unit design, curriculum mapping and effective uses of educational technology.
7. Serves as Support Provider to Induction participants.
8. Assists in conducting Induction and Tracy Teacher Induction Program (TTIP) related activities.
9. Demonstrates classroom management strategies and routines to participating teachers.
10. Conducts workshop presentations.
11. Works effectively with minimum supervision.
12. Maintains regular and prompt attendance in the workplace.
13. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must hold or be able to obtain a valid California teaching credential. Must have at least five years of successful teaching experience with a strong background in TUSD adopted curricula and English Learner strategies. Master's Degree in a curriculum area, curriculum and instruction, education, or a related field from a college and/or university accredited by a regional accrediting institution that is recognized and approved by the California Commission on Teacher Credentialing is desired. Must hold a valid California Driver's license and be able to travel throughout the District.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of exemplary teaching skills, including, but not limited to, effective communication skills, effective leadership skills, effective teaching and educational

technology skills, and the ability to apply a range of teaching and instructional strategies to meet student needs.

2. Knowledge of, and commitment to, the application of District curricular goals and standards.
3. Knowledge of, and the ability to train others in educational technology pertaining to teaching and learning.
4. Ability to apply effective leadership skills.
5. Ability to demonstrate master teacher skills and expertise and to guide teachers in reflective conversation regarding their teaching practices.
6. Ability to demonstrate effective time management skills.
7. Knowledge of, and the ability to model, a variety of teaching and learning strategies including English Learner strategies including academic language development, sheltered instruction, and primary language (Spanish/other) development.
8. Understanding and passion for working with English learners.
9. Knowledge of the California Standards for the Teaching Profession and the California Standards.
10. Knowledge of effective classroom management strategies and routines.
11. Ability to maintain cooperative working relationships with those contacted in the course of work, apply strong communication skills, and maintain confidentiality.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 30 pounds for short distances.
9. Lift and/or carry up to 30 pounds at waist height for short distances.

### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office, classroom, and/or workshop environment and come in direct contact with Tracy Unified School District staff and the public. Employee will be required to travel within the District on a regular basis. Employee may be required to travel out of the District to attend conferences and training activities.

**SALARY:** Per current TEA Master Agreement. Days worked beyond the contract year will be paid at the per diem rate. The stipend for this position shall be established at 14.76% of Class III, Step I non-adjusted salary schedule B.

**DAYS OF SERVICE:** Full-time position is teacher's contract plus a maximum of 17 extra days. Positions can be full-time, half-time, part-time (daily and hourly), Job Shares.

Board Approved: TUSD 6/25/02  
Revised: TUSD: 5/27/14; 3/26/19