

OAK GROVE SCHOOL DISTRICT
JOB DESCRIPTION

I. TITLE OR CLASSIFICATION

Intermediate School Teacher Curriculum Specialist

II. POSITION DESCRIPTION

The Intermediate School Teacher Curriculum Specialist will assist intermediate school staff members in instruction, student learning progress and opportunities, curriculum content and methodology, staff development activities, testing and evaluation as related to curriculum, and the development of career education curriculum. The Curriculum Specialist will be responsible to the principal for activities related to coordination and implementation of the instructional program.

A) Major Duties and Responsibilities

1. For Students

- a. Provide opportunities in career education, assistance in meeting proficiency standards, assistance in the articulation of elementary and high school programs, and student recognition activities

2. To School/Staff

- a. Assist teachers in the development of instruction in the basic skill areas
- b. Provide staff development activities and collegial support for teachers
- c. Serve as a demonstration teacher to model instructional strategies that enhance time on task, mastery teaching, and academic emphasis
- d. Coordinate materials and resources for textbook, selection, curriculum planning, and curriculum articulation
- e. Serve as a curriculum resource person
- f. Assist and facilitate implementation of the curriculum requirement related to graduation, promotion, and retention

3. To District

- a. Cooperate with district office personnel in implementing district philosophy, goals, and strategic planning

4. To Parents

- a. Serve as a liaison between parents and school on curriculum and instructional program areas

5. Other duties as assigned

B) Specific Responsibilities (Subject areas, etc., if applicable)

1. Assist in coordination and administration of Proficiency Standards Testing; i.e., organizing test material, identifying non-pass students, and sending non-pass documents and completed remediation plans for summer school to the District Office
2. Assist in coordinating career- related activities
3. Assist in dissemination of curriculum information to parents, staff, and students through staff, and students through memos, newsletters, brochures, and school/district meetings
4. Provide staff development activities in the areas of student learning process, testing, curriculum, and instruction. Assist in planning and development of instructional programs
5. Provide staff development activities and materials that enhance the learning of limited English proficient students in the content areas
6. Coordinate the Independent Studies Program
7. Provide assistance in the textbook selection process by attending district meetings, disseminating sample texts, arranging for publishers' presentations, completing order forms, and providing assistance in the implementation of new textbooks as it relates to the instructional program
8. Demonstrate effective teaching techniques and methods as requested; offer collegial/ peer support
9. Assist in articulation, planning, implementation, and assessment of the curriculum in the instructional program

C) The work year is the same as for teachers

III. ORGANIZATIONAL RELATIONSHIPS

A) Supervised by: Principal and Director, Educational Services Division

B) Evaluated by: Principal

QUALIFICATIONS

A) Required:

1. Valid California teacher credential
2. Three years of successful teaching in an Elementary upper grade or Intermediate school setting
3. Demonstrate inter-personal skills; e.g., ability to work with a diverse population of students and adults (low socio-economic, limited English proficient, changing family backgrounds, gifted, underachievers)
4. Demonstrate success in a variety of teaching strategies
5. Possess and display leadership skills and abilities in the areas of curriculum, instruction, and communication
6. Ability to perform program planning
7. Demonstrate organizational skills
8. Ability to develop and implement curriculum and instruction
9. Ability to work in multi-learning environments

B) Desirable:

1. Knowledge/experience in presenting and providing staff development programs
2. Knowledge/experience in appropriate instructional methods for second language acquisition
3. Recent junior high school teaching experience

V. SPECIAL CONDITIONS OF EMPLOYMENT (When Applicable)

- ### A) Same conditions as classroom teacher for work day/week