

Curriculum Specialist
New Hanover County Schools

Job Description

Class: Certified
Division: Instruction and Accountability
Department: Curriculum and Instruction

TITLE: Curriculum Specialist

QUALIFICATIONS:

1. Bachelor's degree in education with current North Carolina teaching certificate in appropriate content area. Master's preferred.
2. Minimum of five years teaching experience.
3. Other qualifications as the superintendent and board may determine appropriate.

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: To assist the Director with the implementation of required state and local curriculum requirements for all New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Assist with program planning, implementation and evaluation of instructional programs and practices.
3. Develop and design curriculum materials in collaboration with teachers including pacing guides, unit maps, common assessments, overviews, and other curriculum support documents.
4. Provide instructional support and staff development to teachers and administrators.
5. Analyze district wide data and develop support plans in collaboration with school leadership.
6. Assist with reporting requirements for state, federal and local initiatives.
7. Collaborate with local organizations to provide outreach programs which are aligned to the curriculum.

8. Collaborate with other departments and serves on interdepartmental committees.
9. Keep abreast of educational initiatives and programs as well as state/federal recommendations and policies.
10. Assist with textbook adoption process and the selection of appropriate instructional materials.
11. Perform other duties and responsibilities as assigned by the Chief Academic Officer.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/FLSA Exempt

Starting Salary and/or Grade: State teacher salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of the NC SCOS K-12.
- Ability to use web-based instructional and assessment systems.
- Demonstrates skill in giving and receiving feedback to teaches and coaches.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Demonstrate strong knowledge of computers and all aspects of the Microsoft Office Professional software programs. Ability to create and maintain a webpage.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.