



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
Fax: 805.735.8452

Title: Program Specialist – Curriculum

Reports to: Director, Common Core & Innovation or Designee

Work Year: 195 days

Benefits: Eligible to participate in district medical, dental and vision insurance.

Purpose of Position: Under the immediate direction of the Director, Common Core and Innovation, assists in the management of curriculum and assessments, including pacing of curricular areas; builds capacity and offers differentiated support to meet needs of sites; helps assist in a systematic Professional Learning Community process; helps organize the alignment of curricular materials.

Employment Status: 1.0 Full Time Equivalent

Essential Functions

- Align work with the Education Services Vision: Improving Student Learning for ALL Students Through Improved Classroom Instruction in Lompoc Unified School District.
- Provide technical expertise, information, and assistance to the department director.
- Work with building leadership to develop plans for assessing and monitoring the progress of all students. Coordinate and articulate assessment among and between grades and/or content areas.
- Assist in the development and revision of curriculum standard review exams.
- Assist in the coordination of curricular professional learning, coaching, and consultation services to colleagues.
- Support teaching and learning in schools by providing consistent high-quality support.
- Investigate and gather resources that aid in the implementation of teaching plans.
- Participate in ongoing training to increase expertise, knowledge and qualifications.
- Keep well informed about school needs and issues, and maintain open lines of communication from and to schools in order to continuously monitor and update understanding of needs so that consistent, high - quality support is provided.
- Provide feedback, information and support in a timely and courteous manner in ways that help build capacity at the school level and support school needs.
- Anticipate school needs and issues by making school visits, initiating communications, and inviting feedback/suggestions for improvement.
- Demonstrate the ability to anticipate, as well as respond to school needs and requests.
- Respond effectively to the different needs, goals, and other characteristics of individual schools through more communication, cooperation and collaboration.
- Provide a range of customized supports for different schools, and demonstrate those based upon school characteristics as expressed within accountability plans or other specific school data.
- Assist in the coordination and implementation of the process for selection of instructional materials for the various curricular areas.

- Offer a continuum of differentiated supports including direct service provision, brokering of services, and capacity building.
- Communicate, cooperate, share and analyze data, and collaboratively plan with other departments in order to provide differentiated support to schools.
- Perform related duties as assigned.

Working Conditions and Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

- Use strength to lift items needed to perform the functions of the job not exceeding forty (40) pounds.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Have the mobility to stand, stoop, reach and bend.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Be available to work evenings and weekends and attend periodic meetings and/or travel within and out of the District boundaries.

Environmental Demands:

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions and noise levels.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

Personal Knowledge, Skills, and Abilities:

- Bring a spirit of enthusiasm, energy, and multi-cultural awareness.
- Possess strong written and oral communication skills.
- Demonstrate ability to apply data analysis, new strategies, and evaluation techniques.
- Understand and communicate current trends and best practices in curriculum, instruction, and assessment. Understand all applicable laws, regulations, and rules.
- Possess excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes. Demonstrate the ability to deal with people beyond giving and receiving of instructions.
- Be student-focused.
- Hold knowledge and fluency working with various needs assessment and research methods.
- Be proficient in computer applications. Encourage use of technology in the delivery of instruction. Understand the challenges that faculty and students face in using technology.
- Prioritize work to meet schedules and timelines. Follow through and timely completion of assigned tasks.
- Demonstrate knowledge and good judgment in matters of agency policy and procedures.
- Utilize proper discretion in dealing with confidential matters.
- Demonstrate ability to make oral presentations before large groups of people.

- Work well without close supervision and with little direction. Be able to solve problems independently and manage projects alone.
- Be adaptable to performing under stress and when confronted with emergency situations.
- Be able to work a flexible, extended schedule at a variety of locations with a mind to get the job done.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize work to meet schedules and timelines.
- Effectively plan, organize and implement appropriate support services.
- Exercise judgment and discretion in dealing with confidential matters.
- Work independently with little direction.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.

Education, Training and Experience:

- A minimum of five years successful teaching experience
- Valid California Teaching Credential

Licenses and Other Requirements:

- Valid California Class C driver license.

FLSA Status:

Exempt

Board Approval: 5/9/2023