



JOB DESCRIPTION

Position Code: 373
Management Group: SJPEC
Salary Range: 15
Work Calendar: 225
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POSITION TITLE: Program Specialist – K-12 Curriculum

DEFINITION: Administers the planning, development, implementation and improvement of K-12 curriculum.

DIRECTLY RESPONSIBLE TO: Director, Curriculum and Instruction

SUPERVISION OVER: Certificated and classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Participates as a leader in the formation and implementation of district policy and philosophy as it relates to K-12 curriculum.
2. Formulates, revises and implements K-12 curricula throughout the district, giving direction to the development of adequate courses of study and guides for various K-12 reading/language arts programs that will result in a well-articulated program.
3. Acts as an off-site subject area consultant to school principals and teachers.
4. Evaluates, professional books and curriculum materials, as well as disseminates current materials; assists with the procurement, distribution, implementation and maintenance of district adopted materials.
5. Maintains a cooperative and harmonious working relationship with all departments, directors and program specialists in an effort to create a well-integrated education program.
6. Actively seeks funds and materials from the state and federal governments, foundations, businesses and private individuals to enhance curriculum in the district.
7. Performs other duties as required.

QUALIFICATIONS

Education and Experience:

Must possess a general administrative or supervisory credential.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge and skills to develop and implement programs, including needs assessment, curriculum development and evaluation
- Knowledge and skills to develop goals and objectives which can be monitored and measured
- Skill in planning and organizing, including the development, preparation and maintenance of the budget
- Skill in preparing and presenting effective written and oral reports

- Evidence of leadership in working effectively with individuals and groups, e.g., initiating discussions, listening, clarifying and facilitating interaction among group members
- Ability to select, assign, motivate, evaluate and supervise the work of personnel
- Ability to instruct and conduct effective in service training programs
- Skill in coordinating individual and group efforts for achievement of program objectives

WORKING CONDITIONS

Work Environment:

- Indoor office environment
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Sufficient vision to read printed material
- Sufficient hearing to conduct in person and telephone conversations
- Sufficient physical mobility to move about the district and drive a car
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Willing to work additional hours periodically
- Willing to travel locally

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/27/2000