



SPECIALIST OF CURRICULUM

CONTENT SPECIFIC

JOB DESCRIPTION

JOB TITLE: Specialist of Curriculum – Subject Specific
REPORTS TO: Director of Academics
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: ADM-04
DAYS: 260
JOB ID & DATE: ADM-42 | October, 2022

Science | Reading | CLDE | Math | STEM | Gifted

JOB PURPOSE SUMMARY

Direct and manage the content specific instructional program, including all curriculum and professional development, develop curriculum calendars, sample lessons demonstrating rigor and relevance, and curriculum guidance for personnel charged with planning and implementing the program, and coordinate the content specific program with all other departments in interdisciplinary interactions. typically spends 75% of the time in the officer planning, developing, monitoring, and coordinating and 25% of the time in the schools providing support.

REQUIREMENTS

Education Level Details

Bachelor Degree required
Master Degree in education or related field

License / Certification Required

Colorado Teaching License in subject area specified
CLDE and ReadAct Preferred
Gifted and Talented Specialist Requires gifted education endorsements
– Core Gifted Endorsement with Gifted Specialist or Gifted Director

Work Experience Required

5 years teaching experience
2 years Building Administrative Experience Preferred
2 years of relevant work experience in a leadership position

Other Skills and Abilities Required

Excellent analytical ability
Excellent organization skills in managing multiple projects, deadlines, and timelines
Mastery of technology (e.g., proficient in Word, Excel, PowerPoint).
Ability to advise and negotiate comfortably with individuals at all levels of the organization
Demonstrated experience budgeting and reporting.
Demonstrated experience grant writing (preferred).
Deep understanding of what effective teaching looks like
Collaborative team player, comfortable leading as well as executing projects as required
Excellent leadership, management, and organizational skills required
Excellent communication and interpersonal skills
Ability to exercise decision-making, strategy, work collaboration, data analysis, and report building
Flexible and able to multi-task within an ambiguous, fast-moving environment,

FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Instructional Management

- Coordinate, plan, develop, and implement the curricular course offerings.
- Organize and deliver highly effective building and district-level staff development for the content area specified.
- Develop and manage an annual curriculum map for the content area with a focus on closing achievement gaps including assessments.
- Develop sample lessons that demonstrate rigor and relevance, aligned with state standards, the allow for differentiation.
- Assist in the alignment of district curriculum with state standards.
- Assess and monitor all content specific teachers to ensure what is being taught in the classroom is aligned with the established curriculum and state standards.
- Provide Instructional supports bridging CLDE, Core Content, and Special Education within the lesson and curriculum design
- Evaluate, recommend, and develop implementation guidelines and supports for supplemental and foundational curriculum programs.
- Provide direct support to instructional coaches. This support may include demonstration and modeling of a variety of effective researched based practices and utilizing the full coaching model of support.
- Identify effective intervention and remediation programs to increase student achievement.
- Provide input and support regarding prioritization of professional development needs, evaluation of programs, and reviews of current research.
- Demonstrate and utilize a variety of effective instructional strategies, practices and assessment techniques.
- Perform at a professional level in all areas of teaching instructional management, interpersonal relationships, professional and general responsibilities.
- Work in collaboration with the support, development and refinement of district content assessments.

Professional Development

- Work with stakeholders to write and obtain grants to persistently promote the district's mission and provide fund development training to teachers and administrative staff throughout the school year.
- Assists in developing and/or implementing training activities for staff, families, and community members in the subject specified

Personnel Management

- Observe and evaluate assigned employees.
- Provide guidance in the selection of classroom teachers
- Provide leadership in the development and implementation of staffing plans for the content area specified.

Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
- Provide grant expertise to the district, develop communication strategies regarding district matters, and present updates at the School Board meetings or other requested events.

Compliance

- Continues to maintain and improve record-keeping of all professional development, curriculum resources, and assessments associated with the subject specified
- Comply with state, district, and school regulations and policies.
- Compile, maintain, and file all reports, records, and other required documents.
- Attend administrative, Board of Education meetings, and other required events

Budget and Resource

- Maintain and manage the budget development process with a lens on sustainability and strategic allocation of dollars. Prioritize and schedule work tasks independently. Accurately projects need budget planning.
- Prioritize and schedule work tasks independently.
- Project budgetary needs and plans for effective use of fiscal resources.
- Maintain accurate records in accordance with professional standards, state guidelines, and school system policy.
- Review processes for improvement opportunities and implement adjustments as needed to ensure quality results.

Policy, Reports, and Law

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.

- Perform other duties as assigned by the summer school principal and the Superintendent of Schools.

CONTENT SPECIFIC RESPONSIBILITIES

English Language Development (ELD)

- Provides technical assistance and consultation to assigned school(s) concerning professional development and resource needs for implementation of the ELD plan, K-12 biliteracy program, English language development instruction scaffolding and sheltering English instruction, literacy instruction, and Spanish as a native and foreign language.
- Provides support and guidance for strategies and methods for biliteracy development and English Language Development to serve emerging bilingual students.
- Collaborates with staff and administrators to monitor, refine, and promote the ELD plan and the K-12 biliteracy program within the school, with parents/guardians, and in the greater community.
- Coordinates with CLDE, Gifted and Talented, 504, and Special Education to ensure Reading and Language Arts activities and learning goals are aligned with the needs of all students.
- Implement procedures and coordinates the process to identify emerging bilingual students at all grade levels, including review of students to monitor progress.
- Leads activities to develop curricula related to language, literacy and culture in English/Spanish Language Arts and other core subjects, English Language Development, and Spanish as a native and foreign language.
- Assist teachers to develop and provide emerging bilingual students with appropriate instruction through curriculum modification, acceleration, adaptation, etc.
- Develop and coordinate continuing evaluation of the bilingual and ELD program and implement changes based on findings.
- Monitor the system(s) implemented by ELD and biliteracy coaches to track progress of classroom teachers to demonstrate their growth with regards to their practice.

Humanitarian Curriculum Leadership

- Provides leadership and direction in the development, implementation, and coordination of curriculum and instruction in Social Studies .
- Coordinates with CLDE, Gifted and Talented, 504, and Special Education to ensure social studies activities and learning goals are aligned with the needs of all students.
- Reviews curriculum to ensure balance in viewpoints.
- Provides leadership and direction for History Fair competition.

Ed-Tech / STEM Curriculum Leadership

- Oversee the establishment of K-12 STEM curriculum alignment to the State of Colorado established standards.
- Monitors the implementation of STEM curriculum and data tracking to ensure student success and high school/college readiness.
- Conducts Needs Assessments to determine short and long range projects, insights on curriculum, schedule, infrastructure, evaluation, communication, policies, professional development, and other areas.
- Establish STEM administrative flowchart, expectations, budget, and timelines.

Science Curriculum Leadership

- Provides leadership and direction in the development, implementation, and coordination of curriculum and instruction in Science.
- Coordinates with CLDE, Gifted and Talented, 504, and Special Education to ensure science activities and learning goals are aligned with the needs of all students.
- Develops learning lab protocols.
- Provides leadership and direction for the Multi-tiered Systems of Support related to science curriculum.
- Coordinates and Leads the district Science Fair.

Gifted and Talented Curriculum Leadership

- Oversee and provide educational services to gifted students.
- Develops, manages and oversees the provisions of The Exceptional Children's Education Act (ECEA) and the Comprehensive Program Plan (CPP) by coordinating with other content areas and personnel to provide instruction, counseling, coordination and other programming for gifted students
- Determine and consistently monitor and manage the licensing and endorsement levels of educators supporting gifted students.
- Develops and implements research-based procedures for identifying gifted and talented students.
- Develop professional development activities
- Applies for grant funds to offset costs

CLDE Leadership

- Ensures compliance with ESSA/TITLE III/ELPA/OCR/CDE/local policies and regulations in regard to the needs of D49 English Learners (ELs).
- Models and reviews CLDE Mission/Vision/SOPI periodically.
- Provides professional development designed to meet the needs of ELs to principals, classroom teachers, CLDE staff, and others
- Works collaboratively with district leadership, principals, CLDE Teachers, CLDE Coaches, CLDE Specialist, and classroom teachers to ensure the needs of ELs are met.
- Maintains, expends and monitors CLDE funds (Title III/ELPA/general funds) in accordance with established federal, state and local policies/procedures.
- Ensures all ELs have appropriate placement and each EL has an active ELP (English Language Plan).
- Supports and plans for ELs with various language extension opportunities
- Collaborates with various departments/programs to meet the needs of the ELs.
- Prepares an annual staff allocation for CLDE, subject to approval by the Chief Academic Officer
- Conducts routine audits of school-based CLDE services/programming to ensure compliance.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____