

Job Title:	Curriculum Specialist	Exemption Status:	Exempt
Reports to:	Assistant Superintendent	Date Revised:	March 10, 2022
Dept./School:	Curriculum & Instruction		

Primary Purpose:

Provide curriculum leadership and support to ensure an aligned and articulated instructional program in the assigned curricular area.

Qualifications:

Education/Certification:

- Master's Degree from an accredited university
- Valid Texas teaching certificate with required endorsements

Special Knowledge/Skills:

- Knowledge of curriculum design and implementation
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to develop and deliver professional development
- Strong organizational, communication, and interpersonal skills

Experience:

- At least 3 years of classroom teaching experience
- Staff development presenter experience

Major Responsibilities and Duties:

Instructional and Program Management:

1. Work cooperatively with District administration in developing and implementing a challenging and rigorous curriculum in assigned curricular areas.
2. Coordinate the review, development, and revision of assigned curricular area programs and related curriculum documents and materials, including curriculum guides, course outlines, and teaching plans, assuring vertical alignment under the leadership of the Assistant Superintendent.
3. Coordinate the development of district-wide curriculum based assessments under the leadership of the Assistant Superintendent.
4. Provide content knowledge and resources about teaching and learning strategies, assessment techniques, and interpretation of assessment results.
5. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in the classroom.
6. Identify areas of needed staff development.
7. Plan and provide appropriate staff development for teachers and staff.
8. Work with district administration and teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.
9. Develop curricular support materials as needed.
10. Disseminate information regarding current research and significant developments on the state and national levels in assigned curricular area.

Other:

- 11. Comply with policies established by federal and state law, State Board of Education, and local board policy.
- 12. Compile, maintain, and file all reports, records, and other documents required.
- 13. Perform other duties and assume other responsibilities as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions, frequent use of keyboard and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: Frequent districtwide travel; occasional statewide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.

Reviewed by _____ Date _____

Received by _____ Date _____