MT. DIABLO UNIFIED SCHOOL DISTRICT

CURRICULUM SPECIALIST

Primary Function

Develops curriculum and supports instruction and staff development for assigned content area.

Directly Responsible To

Executive Director, Instructional Support

Supervision

Supervises and evaluates assigned certificated and classified staff

Major Responsibilities

1. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.

2. Establishes and maintains rapport, communications, and cooperative working relationships with the district administration, schools, teaching and non-teaching personnel, and other individuals or groups involved with curriculum/instruction.

3. Initiates and participates in curriculum development, including preparation of curriculum materials, classroom organization, techniques and methods of instruction, articulation and coordination, research and experimentation, evaluation and selection of materials.

4. Organizes and implements in-service education, including workshops, demonstration teaching and classrooms, instructional rounds, faculty meetings, local school and/or district-wide programs.

5. Provides direct assistance to individual teachers upon request in matters of curriculum/instruction.

6. Prepares appropriate ongoing state and federal project applications.

7. Prepares and presents reports pertinent to assigned duties.

8. Serves on school-level/district-wide/ county-wide/ state-wide committees in the areas of curriculum and instruction.

9. Assists in the budget development and management as assigned.

10. Provides assistance and training for WASC and other district and school review

processes as assigned

11. Coordinates development of prep schedules for elementary and secondary librarians and instructional media assistants.

12. Assists in extended year, summer school and pre-service programs as assigned.

13. Attends job-related meetings and activities specified by the Supervisor.

13. Performs additional duties assigned by the Executive Director, Instructional Support as an adjunct to regular stated duties.

14. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Ability to exercise good judgment and tact.

2. Knowledge of basic elements of instruction.

3. Knowledge of curriculum concepts and materials pertinent to assigned K-12 subject areas.

4. Ability to speak and write effectively.

5. Ability to work effectively with all segments of the educational community and general public.

6. Knowledge of effective and grade level appropriate teaching strategies, curricular programs, California state standards, and materials.

7. Ability to assemble and analyze data, and make appropriate recommendations for action.

8. Knowledge of the principles of staff training and development.

9. Knowledge of school district operations and procedures.

10. Knowledge of state curriculum frameworks and district curriculum guides.

11. Ability to facilitate groups.

Education, Training, and Experience

1. Post graduate work in school administration, curriculum and instruction, or a related field.

2. Successful experience as a classroom teacher and site administrator experience preferred
3. Progressively responsible experience in providing leadership in a school or district setting.
4. Possession of an appropriate school administrative credential.
5. Experience in district-wide leadership roles
6. Experience in directing and supervising the work of others.
7. Experience in staff training and development

Salary Range 25- Diablo Managers' Association 217 days

Adopted	March 1, 1998	Concord, California
Revised	TBD	Concord, California