

## **CURRICULUM SPECIALIST K-12**

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### **DESCRIPTION:**

Under the direction of the Director, Curriculum/Staff Development, the Curriculum Specialist will provide leadership in the review and implementation of district adopted programs, curriculum materials, instructional materials and staff development. The Curriculum Specialist will also provide in-class assistance through demonstration and peer-coaching; participate in curriculum committees; provide support to teachers and administrators; and provide professional growth activities.

The Curriculum Specialist will plan and implement training programs and special projects and may have some responsibilities during the summer.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Assist in planning and implementation of district adopted programs
- Work directly with instructional staff in improvement of instruction through demonstrations, class visitations, individual and group workshops
- Assist in selection, evaluation and adaptation of materials for classroom use
- Assist in planning, induction and implementation of a comprehensive district adopted curriculum
- Visit classrooms and demonstrate activities as needed
- Maintain records, and develop reports related to student achievement
- Maintain frequent contact with administrators, teachers, and specialists in relation to adopted curriculum
- Perform other related duties as required

### **MINIMUM EDUCATION AND EXPERIENCE:**

Four (4) years teaching experience

Elementary or Secondary Teaching Credential required

Master's degree

### **PHYSICAL DEMANDS**

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment
- See and read a computer screen and printed matter with or without visual aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull
- Lift and/or carry up to 25 lbs. at the waist for short distances

**SALARY:** Regular teacher's salary schedule, plus factor.

**WORK YEAR:** 227 Days

Board Approved: 08/27/13