

JOB DESCRIPTION

JOB TITLE: Curriculum Support Specialist

SCHEDULE: AO/CO

JOB CODE: 1565

DEPARTMENT: Designated District/Region Offices

DATE: 05/03/02

BASIC OBJECTIVES

The Curriculum Support Specialist is responsible for planning, delivering, and presenting subject area inservice classes. They offer direct services to students and/or teachers by developing appropriate curriculum materials and assessment tools and providing demonstration lessons and instructional coaching. Support and information relative to instructional and staff development programs is also provided. The Curriculum Support Specialist serves as a resource to administration, schools, and instructional staff.

JOB TASKS/RESPONSIBILITIES

1. Plans, organizes, develops curriculum materials and presents inservice activities, workshops and programs in designated subject areas.
2. Provides support services to schools through demonstration lessons, parental involvement activities, and instructional coaching to improve classroom environment.
3. Assists teachers in identifying students' needs and recommending appropriate instructional methods and materials to increase student achievement.
4. Develops and administers assessment instruments to determine effectiveness of instructional programs.
5. Assists administrators and school personnel in identifying and implementing national and state-wide educational programs at appropriate school-sites.
6. Provides curriculum support and assistance for region and school-based staff in the review and evaluation of instructional materials, educational resources, and computer software.
7. Facilitates the interaction and networking of school-based teachers for the purpose of sharing teaching techniques and strategies.
8. Prepares grant applications and supervises administration of grants, as directed.
9. Performs other related duties as required or as assigned.

PHYSICAL REQUIREMENTS

This is light physical work which requires the following physical activities: lifting, bending, reaching, sitting, standing, walking, pushing, pulling, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors. Frequent travel within the county may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree with certification in the appropriate educational field, i.e. elementary, secondary, exceptional student education, social work, etc. Master's degree is preferred.
2. A minimum of three (3) years of successful classroom teaching experience.
3. Satisfactory teacher evaluations for three (3) years.
4. Two (2) years experience with district/region level curriculum writing or district/region staff development, and/or serving as teacher reading facilitator, department chairperson, team leader or other educational leadership position, preferred.
5. Ability to communicate effectively in both oral and written forms.