

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Curriculum Specialist- Regional Occupational Program

DEFINITION

Under general direction serves as a curriculum specialist in the Regional Occupational Program (ROP) and coordinates appropriate instructional support services for Sacramento County Office of Education (SCOE) programs and local school districts. Performs other related duties.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Technical and clerical personnel

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Working with SCOE and school district ROP, coordinates and assists in the development of a centralized curriculum department; assists in the development of implementation processes for content standards and curricular frameworks; provides technical assistance to teachers and administrators on program implementation, state standards and frameworks, accountability measures, legal requirements, and local, state and federal programs related to ROP; plans organizes, and supports various activities in accordance with program requirements; develops, facilitates, and provides related training; serves on appropriate committees and work groups; assists programs, schools and districts with appropriate curricular changes, student performance assessments, and reporting requirements; acts as an advocate for appropriate curricular/instructional changes or modifications; testifies and presents information to local, state, and national educational groups and the legislature.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential authorizing service in secondary vocational education; administrative credential desirable; successful career technical teaching experience; extensive experience developing or delivering instructional support materials and/or professional development activities to teachers and administrators.

Knowledge, Skills and Abilities

Knowledge of California's Career Technical Education Model Curriculum Standards and the development and implementation of California Career Technical Education Frameworks; knowledge of the course update and approval process for curriculum to meet the University of California's "a-g" requirements; knowledge of effective professional development programs in career technical education; knowledge of local, state and federal programs related to ROP; skill and ability to effectively communicate knowledge and skills to others; skill and ability to manage the work, set priorities, and evaluate progress toward outcomes; ability to work cooperatively and effectively with district and school level personnel.

OTHER QUALIFICATIONS

Possession of valid California driver's license and willingness to travel as needed.

Approved 9/2006