

Sacramento County Office of Education Job Description

Classification Title: Curriculum Specialist

DEFINITION

Under direction serves as a curriculum specialist in the various core curricular areas as specified in program advisories and coordinates appropriate professional development programs for instructional personnel. 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 school districts and other agencies, plans, organizes, and promotes various activities necessary for the implementation of the state curriculum frameworks; develops, facilitates, and provides related training; serves on appropriate committees and work groups; consults on curriculum development, material selection, and alignment with state frameworks; assists school districts with student performance assessment and testing; acts as an advocate for appropriate curricular changes and 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, administrative credential desirable; successful teaching experience at elementary and/or secondary level; experience in developing curriculum and providing staff development activities.

Knowledge, Skills, and Abilities

Knowledge in K-12 curriculum and various effective professional development programs; ability to effectively communicate knowledge and skills to other certificated staff; skills to manage the work, set priorities, and evaluate progress toward outcomes; interpersonal skills necessary to work cooperatively and effectively with individuals and groups.