

**Sacramento County Office of Education Job Description**  
**Classification Title: Curriculum Specialist,**  
**Student and Regional Occupation Programs and Services**

**DEFINITION**

Under direction serves as a curriculum specialist in the Student and Regional Occupations Programs and Services department responsible for the implementation and monitoring of various accountability and assessment measures and the coordination of appropriate professional development programs for instructional personnel. Coordinates, develops and implements curriculum and technical assistance for Regional Occupation Programs in Sacramento County. Performs other related duties as assigned.

**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.)

Works with Juvenile Court and Community School site administration and staff on increasing student achievement; coordinates, develops and implements technical assistance for Regional Occupation, Apprenticeship and private postsecondary agency/programs; assists in the development, implementation and coordination of the Local Educational Agency and Professional Development plan for Student Programs and services; assists with coordination of student performance assessments and testing; works collaboratively with Curriculum and Intervention staff and ensures program compliance with instructional materials; develops, submits and monitors grant proposals and reviews grants to ensure program compliance.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a valid California teaching or services credential; administrative credential and successful supervisory experience in an alternative education setting desirable; experience implementing and monitoring accountability and assessment measures and experience developing and delivering instructional support materials and/or professional development activities to teachers and administrators.

**Knowledge of:**

California Content Standards, Curriculum Frameworks, and instructional materials related to Juvenile Court, Community Schools and Regional Occupation Programs; intervention, and effective professional development strategies and resources appropriate to these programs; local state and federal programs related to Regional Occupation Programs; policies, procedures, practices and laws governing Student and Regional Occupation Programs and Services.

**Skill and Ability to:**

Interpret and apply laws; conduct meetings and in-service training programs; manage the work, set priorities, and evaluate progress toward outcomes; effectively communicate knowledge and skills to others in both oral and written form; interpersonal skills necessary to work cooperatively and effectively with individuals and groups.

**Other Characteristics**

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

Approved 5/2012