

Sacramento County Office of Education Job Description

Classification Title: Curriculum Specialist, History/Social Science

DEFINITION

Under direction plans, organizes, coordinates, and delivers History – Social Science (HSS) professional development programs and provides technical assistance; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical and clerical staff as assigned

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Works with school districts and other agencies to plan, organize, and conduct professional development; develops, facilitates, and promotes communities of practice; serves on appropriate county, regional, and state committees and work groups; consults on curriculum development, material selection, and alignment with state frameworks; provides support for district and school site leaders and teachers to implement the HSS frameworks; develops and supports activities to promote civic awareness and engagement; acts as an advocate for appropriate curricular changes and modifications; testifies and presents information to local state and national education groups and policymakers; prepares necessary reports; monitors timelines and evaluation activities.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Possession of a valid California teaching credential based on student teaching and a bachelor's degree in education or related to Social Science; administrative credential desirable; successful experience teaching elementary or secondary Social Science; experience developing curriculum, delivering professional development and providing technical assistance and support for teachers and administrators.

Knowledge of:

California Common Core State Standards and History – Social Science standards and frameworks; principles of professional development and training; grant management, budgets, and reporting; monitoring and evaluation methods; standard software applications; project based and service learning.

Skill and Ability to:

Plan, coordinate and manage professional development activities including large scale trainings and events; effectively transmit knowledge and skills to others; facilitate communities of practice; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; work collaboratively with a variety of people at various locations; organize work to meet strict deadlines; collect and analyze data; maintain accurate and accessible records; monitor budget expenditures; communicate effectively in both oral and written forms with diverse groups; establish and maintain cooperative working relationships with clients and staff.

Other Characteristics

Possession of a valid California driver's license and ability to provide own transportation in conducting work assignments; willingness to travel.

12/2017