

# **Sacramento County Office of Education Job Description**

## **Classification Title: Curriculum Specialist, K-12 Mathematics**

### **DEFINITION**

Under direction, serves as a curriculum specialist in mathematics curricular areas as specified in program advisories and coordinates appropriate professional development programs for site and district administrators and other instructional personnel. Performs other related duties.

### **DIRECTLY RESPONSIBLE TO**

Director II, K-12 Curriculum and Intervention

### **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 site and district administrators in 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 based on a bachelor's degree and student teaching, administrative and mathematics specialist credentials desirable; experience instructing English language learners desirable; extensive, successful administrative experience at middle and/or high school levels; experience in developing curriculum and providing staff development activities.

#### **Knowledge, Skills, and Abilities**

Knowledge in state board adopted and district approved K-12 mathematics curricula and various effective professional development programs including AB 466 and AB 75; 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.

Approved 3/2006