

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

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

### **DEFINITION**

Under direction, plans, organizes, coordinates, and delivers mathematics 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**

(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 school districts and other agencies to plan and organize professional development;
- Develops, facilitates, and provides related training;
- Promotes various activities necessary for the implementation of the state curriculum frameworks;
- 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 policymakers;
- Prepares necessary reports;
- Monitors timelines and evaluation activities.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Possession of a valid California Multiple or Single Subject Teaching Credential which authorizes Mathematics instruction;
- Administrative credential desirable;
- Successful experience teaching elementary or secondary mathematics, developing curriculum, delivering professional development and providing technical assistance and support to teachers and administrators;
- Experience instructing English language learners and providing administrative services desirable.

#### **Knowledge of:**

- California Common Core State Standards and Curriculum Frameworks for Mathematics;
- Effective instructional strategies and models;
- Principles of professional development and training;
- Grant management, budgets, and reporting;
- Monitoring and evaluation methods;
- Standard software applications.

#### **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**

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

4/2025