

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

## **Classification Title: Curriculum Specialist, K-12 Reading/Language Arts**

### **DEFINITION**

Under general direction, develops, coordinates and delivers appropriate professional development and instructional support services to schools and districts. 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.)

Develops, facilitates, and provides professional development in English language arts (ELA), literacy and English language development (ELD) to educators; supports school districts and other agencies to plan, organize and promote various research-based instructional practices related to implementation of state curriculum standards and frameworks; consults on curriculum selection and development, material selection, and alignment of materials with state frameworks; serves on appropriate committees and work groups; consults on state curricular framework, content standards, and accountability measures; assists school sites and districts with analyzing student performance assessment data and developing instructional plans; 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 Multiple or Single Subject teaching credential with an authorization to provide instruction in ELA and ELD (the grade-level focus of the position will determine whether a Single or Multiple Subject Credential is required); advanced training in reading/language arts; administrative credential desirable; successful experience providing ELA, literacy and ELD instruction, instructional support, coaching educators and facilitating professional development activities at the specified grade-level required;

#### **Knowledge of:**

California ELA and ELD standards, frameworks, and curriculum; best practices in ELA and ELD instruction and assessment; current ELA and ELD research; effective ELA and ELD professional development programs; principles of professional development and training; standard software applications.

#### **Skill and Ability to:**

Plan, coordinate and manage professional development activities including large-scale trainings and events; effectively communicate knowledge and skills to others in both oral and written form and present information to diverse groups; manage the work, set priorities, and evaluate progress toward outcomes; establish and maintain cooperative working relationships with individuals and groups; organize work to meet strict deadlines; collect and analyze data; maintain accurate and accessible records.

#### **Other Characteristics**

Possession of a valid California driver's license, willingness to travel locally using own transportation with mileage reimbursed and willingness to travel within the state as required.

Proposed 9/2016