

Policy GFAGA: Job Description:á Curriculum Specialist

Status: DRAFT

Original Adopted Date: 07/09/2018 | **Last Revised Date:** 06/10/2024 | **Last Reviewed Date:** 06/10/2024

SUMMARY:

The primary purpose of the Curriculum Specialist is to assist in the professional development and continuous growth of teachers, to stay abreast of current pedagogy and strategies and to lead in the development of a curriculum framework that contributes to a high performance among students in the district and reflects current Mississippi-mandated curriculum standards.

Essential Functions:

- Conducts new teacher training and monitors performance and provides feedback.
- Acts as liaison between curriculum and technology, including participation in technology meetings
- Provides instructional coaching.
- School-level instructional leadership and coaching.
- Provides content-specific training on effective instructional practices.
- Offers PLC guidance.
- Special group instruction.
- Data analysis leading to instructional changes.
- Guidance with all district-provided programs and resources.
- Curriculum development and organization.
- Collaboration and assistance with all curriculum department activities.
- Participates in ongoing professional development through attendance at educational workshops and conferences for networking and attending sessions to, in turn, provide professional development and resources for teachers.
- Maintains detailed reports of trainings, transformed classrooms, and other data that show the position's activity.
- Collaborates with vendors and customer service representatives to analyze usage, updates, new strategies, and best practices for district curriculum and software to ensure the highest professional growth.
- Support of the department in efforts toward professional development and growth.
- Assists all curriculum department initiatives as requested by the Director of Curriculum and Instruction.
The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

REPORTING STRUCTURE:

This position reports to the Director of Curriculum and Instruction.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills and ability required to successfully perform the essential functions of this position.

Education and/or Experience:

- A Master's Degree
- Five years teaching experience
- Demonstrated ability to lead teachers in the implementation of research-based and effective programs to successfully meet all state curriculum requirements.

Special Qualifications:

Advanced computer skills are required to perform the essential functions of this position. Knowledge of instruction and coaching in all types of learning environments; an ability to prepare clear and concise reports of activities for the school district is required. A valid Mississippi driver's license is required.

Language and Reasoning Skills:

The ability to understand written or oral instructions: read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is required to sit and stand for moderate periods of time and have the ability to see and hear. Ability to lift/carry up to 25 lbs as needed.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position typically works in a well-lit, climate-controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. The stress level for this position is moderate and the noise level for this position is low to moderate normally.

TERMS OF EMPLOYMENT:

To be employed for 232 days per year. Salary to be established by school board policy GGBC. This position is funded through federal grants. In the event that Federal funding for this position is no longer available, the district may choose to eliminate this position.

EVALUATION:

Performance in this position will be evaluated by the Director of Curriculum and Instruction in accordance with the provisions of the Board's policies on evaluations.
