

**COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT**

POSITION DESCRIPTION

Title:	Curriculum Specialists K-12	Reports To:	Principal/Assistant Superintendent
Department:	Curriculum and Instruction	Classification:	Certificated Non-Management
FLSA:	Non-Exempt	Work Year:	Ten (10) Months
		Salary:	Schedule A

I. DESCRIPTION OF POSITION

Under the direction of the appropriate Director and the Assistant Superintendents of Elementary, Middle or High Schools, the Curriculum Specialist provides support to strengthen all areas of the instructional program. .

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Plans and implements classroom demonstration lessons;
- B. Observes, coaches and mentors classroom teachers, providing feedback regarding instruction, classroom management and classroom environment;
- C. Plans, conducts and evaluates professional development activities in all core subject areas including modeling, coaching, and demonstrating research-based instructional practices in classrooms;
- D. Coordinates and supervises grade-level and site teams in collecting, analyzing and desegregating data to guide classroom instruction;
- E. Assists teachers in learning methods for analyzing curriculum-embedded and diagnostic assessments for use in diagnosing needs and determining prevention/intervention activities;
- F. Shares knowledge about new materials, unit planning, curriculum development and teaching methods;
- G. Provides support to beginning teachers;
- H. Analyzes data and shares results and their implications with staff;
- I. Follows a planned professional growth program, participates actively in local, state and national professional education associations, and studies local, state and national guidelines of effective instruction.;
- J. Fosters a sense of collegiality at the school site and district level that encourages teachers to work together to improve professional practice;
- K. Keeps current with language arts, specifically scientifically based practices proven to improve student achievement;
- L. Plans and presents staff development and parent workshops;
- M. Performs other duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid Multiple or Single Subject Teaching Credential authorizing service as a teacher
- B. Master's Degree from an accredited institution of higher learning preferred
- C. CLAD required
- D. BCLAD certification preferable
- E. Three or more years of successful credentialed teaching experience.
- F. Successful curriculum leadership experience.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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- A. Differentiated classroom instructional practices that promote student academic success and respond to students' diverse needs.
- B. Effective instructional strategies that engage students in problem solving, critical thinking and other activities that make subject matter meaningful.
- C. Strategies for creating a classroom climate that promotes fairness and respect and physically engages all students.
- D. Strategies for implementing classroom procedures and routines that support student learning.
- E. Subject matter content standards and the ability to interrelate ideas and information within and across subject matter.
- F. Various instructional materials, resources, and technologies to make subject matter accessible to all students.
- G. Instructional interventions to improve student achievement for English learners enrolled in general education and special education programs, and students with diverse learning needs.
- H. Needs of a culturally and linguistically diverse student population.
- I. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.
- J. Staff development strategies and delivery techniques.

Ability to:

- A. Work cooperatively and effectively with teachers and administrators.
- B. Work with administrator to establish professional development goals for the school sites and share opportunities for teachers to grow professionally.
- C. Assess staff professional development needs and provide meaningful and continual professional development activities.
- D. Monitors student progress and makes adjustments to instructional program when necessary.
- E. Fosters a sense of collegiality at the school site that encourages teachers to work together to improve professional practice.
- F. Meet schedules and timelines.
- G. Analyzes data and shares results and their implications with staff.
- H. Work independently with minimal direction.
- I. Plan and organize work.
- J. Demonstrate effective communication skills both orally and in writing.
- K. Use a computer, the internet and LCD projector.

V. WORKING CONDITIONS

Environment:

District offices, school sites, university partners, and travel to surrounding school districts.

Physical abilities:

Hearing and speaking to exchange information and make presentations

Approved by: _____

Darin Brawley, Superintendent

Date: _____

11/27/12

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.