

**Job Summary:**

The job of Staff Development & Curriculum Specialist is done for the purpose/s of providing schools/districts with support in the areas of curriculum and instruction, data analysis, coaching and professional development services. This position is part of Instructional Services and reports to the Assistant Superintendent, Instructional Services Division.

**Essential Functions:**

- ▶ Analyzes data for the purpose of ensuring that districts are meeting and establishing program goals.
- ▶ Collaborates with educational organizations and stakeholders for the purpose of developing professional partnerships.
- ▶ Communicates/participates with local and state organizations for the purpose of supporting service contracts and staying current and knowledgeable about educational requirements.
- ▶ Consults/coaches with teachers and administrators/stakeholders for the purpose of implementing a standards-based instructional program.
- ▶ Demonstrates effective teaching strategies and management techniques for the purpose of assisting teachers to improve their instructional skills.
- ▶ Designs/conducts diverse professional development for the purpose of implementing content standards and increasing student knowledge and skills in language arts.
- ▶ Develops work plan with school districts and other educational entities for the purpose of providing support as specified in the contract.
- ▶ Develops curriculum and assessments for the purpose of implementing a standards-based instructional program.
- ▶ Maintains/submits accurate records and reports for the purpose of ensuring that fiscal and program requirements have been met.
- ▶ Participates in professional development growth activities for the purpose of maintaining professional knowledge.
- ▶ Supervises personnel for the purpose of accomplishing duties as required by the job description.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - operate a computer;
- ▶ **Knowledge of:**
  - adult learning theory;
  - coaching strategies;
  - language arts curriculum;
  - language arts content;
  - state assessment initiatives;
  - language arts teaching;
  - theory regarding learning modalities and learning pedagogies;
  - teaching diverse populations;
  - current issues related to language arts;
  - current principles and methods of curriculum development, program development, and supervision strategies;
  - current successful instructional strategies and techniques;
  - current trends in professional development;
  - theory and application of sound professional development practices and group processing techniques;
- ▶ **Ability to:**
  - operate a vehicle;
  - communicate effectively, orally, and in writing;
  - develop, coordinate, promote, and evaluate curriculum;
  - analyze situations and make decisions without supervision;
  - establish rapport with diverse people.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; directing other persons within a department, large work unit and/or across several small work units; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 10% sitting, 20% walking and 70% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience Required:**

- ▶ Job-related experience within specialized field is required.

**Education Required:**

- ▶ Masters Degree desired.
- ▶ Valid Administrative Credential or will be enrolled in an administrative credential program within one year of hire.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Valid Teaching Credential.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

April 2013

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.