

**K-12 CURRICULUM AND INSTRUCTION SPECIALIST****DEFINITION:**

Under the leadership of the Assistant Superintendents of K – 12 Curriculum and Instruction, the Curriculum & Instruction Specialist position is an opportunity for classroom teachers to move beyond their immediate environment in order to provide educational support and mentorship for teachers, while working closely with school and district administrators. This position facilitates at or above grade level learning for ALL students while simultaneously continuing to promote social-emotional development. This includes facilitating curricular programs, instructional strategies, staff development opportunities, assessment protocols, technological applications, data analysis, and general coordination of subject area activities K-12.

**QUALIFICATIONS:**

Experience: Preference will be given to individuals with successful experience in leadership roles.

Education: Minimum of five (5) years of regular classroom teaching experience.

Other:

- Valid California Teaching Credential. An advanced degree or specialized training is desirable.
- Be adept at utilizing appropriate technology effectively, specifically in regards to supporting district curriculum and online platforms
- Be organized and skilled at timely communication
- Remain professional during challenging situations

**DISTINGUISHING CHARACTERISTICS:**

The ability to:

- Support Professional Learning Communities (PLCs), RTI2, and MTSS in a variety of diverse settings
- Demonstrate knowledge of research affirmed instructional practices, Universal Design for Learning and intervention strategies
- Provide instructional leadership that supports learning for all students
- Exhibit the relevance of culturally responsive pedagogy, social-emotional learning and equity as they impact student learning
- Demonstrate knowledgeable application of CA State Standards, frameworks
- Be able to reference and apply Ed. Code and Board policies
- Design, implement and lead professional development in consultation with grade level and subject area teachers as needed
- Collaborate professionally with colleagues, site administration, other departments and the community
- Advocate for students, teachers and administrators around student learning
- Be adept at utilizing appropriate technology effectively, specifically in regards to supporting district curriculum and online platforms

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendents of K – 12 Curriculum and Instruction:

- Support of PLCs including: Guaranteed and Viable Curriculum, common formative and summative assessments and standards-based grading
- Provide assistance in analyzing a variety of data to determine student and/or programmatic needs
- Support the implementation of rigorous curriculum and coursework, including assisting in the development of course outlines and other curricular materials in coordination with groups such as division leads, coaches and administrators
- Utilize the district adoption process to facilitate and provide guidance on the selection and use of instructional materials

**K-12 CURRICULUM AND INSTRUCTION SPECIALIST**

- In coordination with division leads, coaches and administrators promote opportunities, programs and strategies for intervention and credit recovery
- Remain current on educational best practices
- Provide effective communication to sites, administrators, staff and community members
- In coordination with Instructional Media Center, work with representatives, publishers, vendors and outside entities to secure and support teachers with instructional materials and/or resources
- Participate in the Curriculum Advisory Committee and the review of supplemental materials
- Organize information, materials, and time effectively
- Be able to travel, for up to five days, for required professional development
- Perform other related duties, as assigned

**KNOWLEDGE:**

- California Education Code

**ABILITIES AND SKILLS:**

- Written and verbal communication skills

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.