

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CURRICULUM SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Curriculum and Professional Learning, provide support in curriculum and professional learning; coordinate and implement the textbook and curriculum adoption process; serve as a liaison between subject area committees, instructional personnel and other District staff.

#### **ESSENTIAL FUNCTIONS:**

Provide support in curriculum and professional learning; collaborate with others to identify professional learning needs necessary to support established standards and adopted materials.

Facilitate and implement the textbook and curriculum adoption process; organize the development of content area standards and benchmarks.

Serve as a liaison between subject area committees, instructional personnel and other District staff; respond to inquiries and provide information concerning the District curriculum and assigned activities.

Coordinate assigned subject area steering committees; revise and edit standards and benchmarks in response to committee input.

Attend and participate in assigned meetings and conferences.

Prepare and maintain a variety of records and reports related to assigned activities.

Operate a variety of office equipment including a computer and assigned software.

Perform related duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Research-based curriculum and professional learning.

Practices and procedures of the curriculum and textbook adoption process.

Interdisciplinary approaches to teaching.

Content of subject areas related to assigned position.

Framework and State standards in content areas.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operation of standard office equipment including a computer and assigned software.

**ABILITY TO:**

Provide support in curriculum and professional learning.

Coordinate and implement the textbook and curriculum adoption process.

Serve as a liaison between subject area committees, instructional personnel and other District staff.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Learn District organization, operations, policies and objectives.

Learn department and program objectives and goals.

Maintain records and prepare reports.

Meet schedules and time lines.

Plan and organize work.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information.

See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree and three years teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.