

## ELK GROVE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: PROGRAM SPECIALIST: CURRICULUM/PROFESSIONAL LEARNING**

Under the direct supervision of the Director of Curriculum/Professional Learning or the Director of Instructional Support, the Program Specialist assists in the management of curriculum, professional learning, and Beginning Teacher Support and Assessment (BTSA) programs; delivers high-quality support to sites; builds capacity of classified and certificated personnel throughout the district; provides consistent customer service; offers differentiated support to meet site needs.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and implement the operation and evaluation of Curriculum/Professional Learning programs and projects.

Oversee and assure compliance of state laws and district materials adoption process including piloting, adoption, purchase, and implementation.

Provide coordination, consultation, and program development in the primary area of expertise. Develop, deliver, monitor and evaluate districtwide curriculum and professional learning programs.

Observe, coach, consult with and assist site support teams, principals, instructional coaches, and teachers.

Plan programs, coordinate curricular resources, and research, evaluate, and report on the effectiveness of programs for students.

Coordinate the professional learning that is needed for administrators, teachers, and classified support staff.

Assist with the hiring, training, supervision, and evaluation of personnel directly assigned to Curriculum/Professional Learning.

Provide technical expertise, information, and assistance to the department director.

Develop and revise curriculum standards, benchmarks, and curriculum standard review exams providing related follow-up professional learning support to all user groups.

Coordinate curricular, professional learning, coaching, and consultation services to colleagues in departments including, but not limited to, Technology Services, Research and Evaluation, Student Services, Learning Support Services, and K-8 and High School Education.

Review and assist with budget development and staffing recommendations.

Represent the Curriculum/Professional Learning Department at professional and district committee meetings and at assigned conferences and workshops.

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

Communicate effectively with other administrators, personnel, and outside organizations to coordinate and streamline activities and programs, resolve issues and conflicts, and exchange information.

Assist with preparing and overseeing grants for program funding.

Support teaching and learning in schools by providing consistent high-quality support.

Assist in the solicitation and selection of consulting teachers, instructional coaches, and steering committee, training-of-trainers, and design team members in order to fill gaps in the existing expertise, knowledge, and qualifications.

## PROGRAM SPECIALIST (cont.)

Participate in ongoing training to increase expertise, knowledge and qualifications.  
Keep well informed about school needs and issues, and maintain open lines of communication from and to schools in order to continuously monitor and update understanding of the expertise, knowledge, and qualifications needed in order to provide consistent, high-quality support.  
Align work with the Education Services Vision: Improving Student Learning for ALL Students Through Improved Classroom Instruction in the Elk Grove Unified School District.  
Provide feedback, information and support in a timely and courteous manner in ways that help build capacity at the school level and support school needs.  
Demonstrate the ability to anticipate, as well as respond to school needs and requests.  
Anticipate school needs and issues by making school visits, initiating communications, and inviting feedback/suggestions for improvement.  
Respond effectively to the different needs, goals, and other characteristics of individual schools through more communication, cooperation and collaboration.  
Provide a range of customized supports for different schools, and demonstrates those based upon school characteristics as expressed within accountability plans or other specific school data.  
Offer a continuum of differentiated supports including direct service provision, brokering of services, and capacity building.  
Communicate, cooperate, share and analyze data, and collaboratively plan with other departments in order to provide differentiated support to schools.  
Perform related duties as assigned.

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

#### KNOWLEDGE OF:

- California State Framework and Grade Level Standards and Benchmarks for K-12 curriculum trends
- Research regarding children and adults and how they learn
- Curriculum and adoption cycle timelines
- Research and data collection and evaluation methods and procedures
- Professional learning programs and techniques
- Oral and written communication skills
- Applicable laws, codes, policies, regulations, and procedures
- Interpersonal skills of tact, patience, courtesy, and service-orientation
- Record-keeping and report preparation techniques

#### ABILITY TO:

Facilitate group decision-making and change  
Assist in the management of a variety of programs including curriculum adoption/implementation, interventions, grant-funded projects and initiatives, and district-initiated efforts  
Assist with selection of committee members, staff placement, and development  
Maintain current knowledge of program rules, regulations, requirements and restrictions  
Analyze situations accurately and adopt an effective course of action  
Learn District organization, operations, policies and objectives  
Communicate effectively both orally and in writing  
Establish and maintain cooperative and effective working relationships with others  
Conduct research and compile and verify data

## PROGRAM SPECIALIST (cont.)

Prioritize and schedule work

Plan and organize work

Maintain records and prepare reports

Operate standard office equipment including a computer and assigned software

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:**

Bachelor's degree and minimum of five years classroom teaching experience

### **LICENSES AND OTHER REQUIREMENTS:**

Valid CA Teaching Credential

Valid California Class C driver's license

Valid CA Administrative Services Credential

### **WORKING CONDITIONS:**

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.