

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

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

#### **BASIC FUNCTION:**

Under the direction of an assigned Principal, Student Programs, perform a variety of specialized duties involved in implementing instructional curriculum, programs and activities at County Office court and community schools; provide technical training and assistance to teachers concerning educational practices, instructional material guidelines and requirements, curriculum standards, and instructional strategies; attend various meetings and committees and provide administrative support for curriculum functions.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of specialized duties involved in implementing instructional curriculum, programs and activities at County Office court and community schools; develop and implement curriculum models at court and community schools; monitor, evaluate and adjust activities in response to the educational effectiveness of County Office curriculum standards.

Provide technical training and assistance to teachers concerning educational practices, instructional materials, State testing, curriculum and instructional strategies; explain related principles, standards, requirements, models, textbooks, practices, laws, codes, regulations, policies and procedures; assist teachers with integrating curriculum standards with instructional activities.

Attend and participate in various committees, meetings, conferences and workshops related to curriculum and instruction; arrange and set up for administrative meetings; prepare agenda items; prepare and deliver oral presentations concerning curriculum; participate in planning, coordinating and implementing professional development activities; schedule and arrange rooms.

Assist teachers with the development and implementation of lesson plans and instructional activities and adoption of textbooks and other instructional materials in literacy, math and various other subject areas; provide instructional coaching in the classroom; provide classroom coverage and related instructional activities to students as needed; resolve curricular issues and conflicts.

Provide administrative support for court and community school curriculum and instruction functions; research, compile and analyze a variety of educational and curricular data and information; prepare and develop grants in support of court and community schools; assist with coordinating and updating WASC accreditation; process course of study updates and prepare related documents.

Maintain current knowledge of State and federal laws, codes and regulations related to court and community school curriculum and instruction; remain current concerning County Office standards, objectives, priorities, strategies and requirements related to curriculum and instruction.

**August 2005**

Monitor inventory levels of textbooks and other instructional materials as directed; order, receive and maintain adequate inventory levels of textbooks and materials; contact vendors to coordinate purchases and request information concerning products and pricing.

Coordinate activities and information to assure proper and timely preparation of court and community schools for State testing activities; implement State testing activities such as CAHSEE and STAR at school sites; develop standards-based lessons for the CAHSEE test as required.

Communicate with staff, faculty, administrators and outside agencies to exchange information, coordinate activities and resolve issues or concerns; initiate and receive telephone calls; compose and distribute a variety of correspondence.

Operate a variety of classroom and office equipment including a copier, projector, computer and assigned software; assist with providing technology troubleshooting related to instructional activities as directed; drive a vehicle to conduct work.

Prepare and maintain a variety of records, reports and files related to agendas, staff, math, State tests, students, accreditation and assigned activities.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate a variety of computerized reports.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Curriculum standards, interpretation and application in court and community schools and programs. State and federal standards and requirements governing instructional activities at court and community schools.

Instructional techniques and strategies related to court and community schools.

Principles, theories, practices, procedures and techniques involved in the development and implementation of curriculum models, lesson plans and professional development activities.

Practices, methods and procedures involved in the preparation of instructional materials.

Subjects taught in schools, including arithmetic and literacy.

General State testing and textbook adoption procedures.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Public speaking techniques.

**ABILITY TO:**

Perform a variety of specialized duties involved in implementing instructional curriculum, programs and activities at County Office court and community schools.  
Provide technical training and assistance to teachers concerning educational practices, instructional material guidelines and requirements, curriculum standards, and instructional strategies.  
Attend, arrange, set up and prepare agenda items for administrative meetings.  
Explain instructional and curricular principles, standards, requirements, models, practices and procedures.  
Participate in planning, coordinating and implementing professional development activities.  
Assist teachers with the development and implementation of lesson plans and instructional activities and adoption of textbooks and other instructional materials.  
Provide administrative support for court and community school curriculum and instruction functions. Coordinate and implement State testing activities.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Prepare and maintain a variety of records, reports and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and four years of classroom instruction including work with court and community schools.

**LICENSES AND OTHER REQUIREMENTS:**

Valid and appropriate California Teaching Credential.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Hearing and speaking to exchange information and make presentations.