



POSITION DESCRIPTION

JOB TITLE: Curriculum Specialist Job Class: 1600		
DATE Updated 03/10	DEPARTMENT OR SCHOOL Department of Elementary and Secondary Education	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assumes responsibility for the coordination of content areas in K-12.
2. Assumes responsibility for the curriculum activities in K-12 program development and other tasks needed for curriculum development, instructional improvement, and continuity of instruction.
3. Provides instructional supervisory leadership in content areas in all high schools.
4. Coordinates professional development activities for content area supervisors in K-12.
5. Communicates on a regular basis with curriculum/instruction supervisors in respect to the various curriculum responsibilities of supervisory members as dictated by identified needs of the Department of Elementary and Secondary Education.
6. Meets with school principals on a regular basis to identify needs, set goals, and evaluate progress in matters pertaining to curriculum development and instructional improvement.
7. Provides leadership in the implementation of system-wide policies and what practices related to curriculum development and the improvement of instruction.
8. Provides leadership in identifying and disseminating appropriate educational research for curriculum/instruction supervisors.
9. Participates in local, state, national, and international meetings that emphasize curriculum development and instructional improvement.

10. Participates and provides leadership in special projects that relate to curriculum development and instructional improvement as designated by the Superintendent and his staff.
11. Submits a progress report to the Executive Director at the end of each semester which states the level of achievement accomplished in meeting the goals of the Department of Elementary and Secondary Education.
12. Assists central office staff members in the personnel and budget process as it relates to curriculum and instruction.
13. Directs the implementation of in-service programs related to specific content areas in curriculum and instruction
14. Assume a leadership role in school effectiveness activities at the assigned school.
15. Communicates as needed with the high school administrative specialist on matters related to curriculum development and instructional improvement in the high schools.
16. Coordinates with the curriculum/instruction supervisors action research projects (e.g. time on task) that use current research findings in improving the educational process.
17. Provides leadership through meetings and personal contacts in directing high school department chairpersons, learning coordinators, and content subject area teachers in curriculum development and instruction improvement.
18. Provides leadership in developing positive working relationships in matters pertaining to curriculum development and instructional improvement with institutions of higher learning, community agencies, State Departments of Public Instruction, Vocational and Technical Institutes, business and industrial community, and local, state and national subject area organizations.
19. Assumes responsibilities related to elementary and secondary education as delegated by the Office of Curriculum and Instruction.
20. Actively supports the MPS Strategic Plan.
21. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse

individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.