

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

CURRICULUM SPECIALIST I
Certificated Management

DEFINITION OF POSITION

The role of the Curriculum Specialist I is to build capacity and provide support to ensure that all students develop proficiency and have equitable access to a standards-based instructional program. The position is designed to support the consistent implementation of the California Common Core State Standards, and related professional development and instructional planning for students.

Under the direction of the Assistant Superintendent of Education Services or designee, the Curriculum Specialist I will work collaboratively with general and special education teachers, administrators, directors, and other staff to develop effective and consistent use of evidence-based pedagogy across the content areas using a multi-tiered approach to teaching and learning. The Curriculum Specialist I will work directly with staff to apply these practices during instruction and provide services to support students.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Develops capacity of individuals, teams, and whole staff to continuously improve standards based instruction.
- Plans and delivers professional development to administrators, teachers, counselors, paraprofessionals, and parents in accelerating academic achievement.
- Supports the implementation of Designated and Integrated ELD.
- Assists and supports development of district wide PD and Curriculum planning.
- Conducts demonstration lessons and provides feedback to teachers on the effective and evidence based methodologies to ensure equitable access to core standards-based instruction for all students.
- Develops model lessons that ensure access to grade-level content area instruction for all students.
- Supports teachers to develop, manage, interpret and use formative assessment data, systematically examine student work, plan and deliver appropriate instruction, intervention and accommodation strategies for ELL students and students performing below grade level.
- Participates in district professional development to support initiatives related to student achievement.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department and district.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Experience in teaching English Learners and at-risk students.
- Knowledge and experience in collaborative planning, delivery of instruction, and differentiated professional development.
- Knowledge and understanding of instructional strategies that promote academic language development, literacy development, and access to core content for the accelerated achievement of all students.

Ability to:

- Work in a positive manner with students and staff members, while exhibiting patience and compassion
- Work with frequent interruptions
- Understand and follow complex multi-step written and oral instructions
- Learn, understand and apply district policies, procedures, and rules
- Compile and verify data, and prepare reports
- Understand and follow oral and written instructions
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned software
- Prioritize multiple projects and tasks to achieve desired goals in a timely manner
- Work independently with minimal supervision
- Frequent district wide travel in personal vehicle

EXPERIENCE/EDUCATION

Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Minimum of five years successful teaching experience
- M.A. or higher is preferred, but not required
- A valid California Clear Teaching Credential
- A valid California Administrative Services Credential is preferred, but not required

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OTHER REQUIREMENTS

- Valid California Driver's License
- Criminal Justice/Fingerprint clearance
- TB clearance
- Compliance with current COVID-19 requirements

SALARY AND WORK YEAR

The Curriculum Specialist I will be placed on the Administrative Salary Schedule and will have a work year of 192 days.

BOT 6/21/2022