

Job Title: CURRICULUM & INSTRUCTION SPECIALIST
Reports to: Curriculum Coordinator
Dept./School: Curriculum and Instruction
Wage/Hour Status: Exempt
Date Revised: August 6, 2020

Primary Purpose

The Curriculum & Instruction Specialist evaluates and supports the district curriculum initiative to improve student achievement. The Curriculum & Instruction Specialist will focus on creating research-based documents to fit a curriculum aligned with current Texas state standards, using traditional and/or remote means for instruction. The Curriculum & Instruction Specialist will understand the district remote platforms that curriculum is delivered in traditional and/or remote instruction to build teaching capacity that leads to increased student performance.

QUALIFICATIONS

Education/Certification

Certified Teacher in Education
Experience with curriculum
Proficiency with curriculum and data analysis software

Special Knowledge/Skills

An understanding of curriculum design and teaching theory
Understanding the implementation of effective high-yield instructional practices
Ability to interpret policy, procedures, and data
Ability to coordinate, plan and implement state and district initiatives
Ability to edit and revise documents for accuracy and understanding of instructional content
Knowledge of curriculum and state standards (TEKS)
Knowledge of current techniques and procedures in the design and development of curriculum
Good computer and presentation skills
Strong organizational, communication and interpersonal skills
Communicate instructional practices that result in increased student performance
React to change productively and handle other tasks as assigned
Knowledge of computer software (e.g., Word, Adobe Acrobat, etc.)
Willing to learn technology platforms (i.e., Google, Canvas, Zoom, others as required)

Experience

At least 3-5 years of classroom experience in any grade
Experience with curriculum writing
Experience in research-based instructional practices

MAJOR RESPONSIBILITIES AND DUTIES

Program Management

1. Supports the development and implementation of curriculum, instruction, and assessment documents
2. Assists with development and revisions of district curriculum, instruction and assessments
3. Creates effective curriculum documents that align with the most current Texas state standards (TEKS)
4. Assists in creating research-based materials focused on cross-curricular alignment
5. Attends workshops supporting innovative and instructional strategies
6. Develops and maintains a confidential, collegial relationship with personnel
7. Assist in development and implementation of workshops (i.e. face-to-face, remote) for teachers and parents as needed
8. Assists in implementing new technologies in the classroom as needed
9. Ensure the curriculum being delivered is based on clearly defined standards for student learning and is focused on supporting and challenging all students to excel in their learning.
10. Performs other job-related duties as assigned

School Improvement

- 11. Collaborate with the Curriculum Coordinator to interpret data and develop appropriate curriculum for student achievement

Policy, Reports, and Law

- 12. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum, and state initiatives.
- 13. Ensure compliance with state and federal guidelines, laws and policies by working collaboratively with District personnel at all levels.
- 14. Assist with compilation and maintenance of reports, records, and other required documents to address state standards and district guidelines.

Other

- 15. Perform other duties assigned by supervisor.
- 16. Maintain confidentiality of information.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

- 17. Occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____