Job Description

Provo City School District

Curriculum Specialist

Purpose Statement

The job of Curriculum Specialist is done for the purpose/s of providing leadership, training, and support for state curriculum standards and district essential standards; supporting teachers in strategic use of curricular materials; building school knowledge of curriculum and standards to meet the learning needs of all students; serving as a curriculum advisor to administrators; and improving student achievement.

This job is distinguished from similar jobs by the following characteristics: This is a Teacher on Special Assignment position and is non-supervisory.

This job reports to Exec Dir Teaching and Learning

Essential Functions

- Collects, records, and analyzes a wide variety of data for the purpose of making informed decisions.
- Develops and maintains productive relationships with all school personnel for the purpose of maintaining a respectful and productive work environment.
- Leads ongoing development of Curriculum Notebooks for the purpose of articulating and aligning instruction across courses.
- Leads district in establishing curriculum adoptions to teach core standards for the purpose of following district policy on curricular materials.
- Participates in ongoing professional development for the purpose of building instructional, content, and professional development knowledge and skills.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Possesses specialized training, knowledge, and skills in particular content areas for the purpose of leading district curriculum initiatives.
- Provides district leadership in particular content areas for the purpose of sharing standards and curriculum information with stakeholders.
- Trains teachers and administrators on Utah Core Standards and district Essentials for the purpose of ensuring teacher knowledge of the mandated standards.
- Trains and/or arranges training and support for staff on use of district-adopted curricular materials for the purpose of improving instruction.
- Understands and helps implement District Improvement Plan, District Instructional Model, and Academic MTSS Model for the purpose of maintaining effective and efficient work.
- Works with administrators to set up specific support for individuals or teams for the purpose of meeting individual school needs.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; traveling to multiple work locations; contributing to and following goals and action plans; communicating (orally and in writing) with proficiency, clarity, and respect; leading groups in

learning, discussions, trainings, etc.; organizing schedules, materials, and tasks; analyzing tasks; modeling teaching; proficiency with multiple technologies (i.e., computer devices, digital whiteboards, education software); planning for effective instruction; ability to motivate teachers; and ability to work with a variety of people and groups.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: performing literacy skills (reading, writing, speaking, and listening) at high levels; understanding of Utah Core Standards, District Essentials, District Curriculum Notebooks, District-adopted curricular programs, District-set goals, research on evidence-supported instructional practices (including best practices for students who are economically disadvantaged, English learners, and academically advanced).

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: data management; communication with persons of varied educational and cultural backgrounds; working with both individuals and teams; dealing with frequent interruptions; meeting deadlines and schedules; being a collaborative member of the coaching team; setting priorities; scheduling multiple activities; adjusting to varied assignments; flexibility in working with others; and operating standard office equipment including software applications.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Must be Highly Qualified

Certificates and Licenses

Additional Endorsements preferred
Current Level 2 Utah Teaching License

Continuing Educ. / Training:

Maintains Certificates and/or Licenses
Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt		Lane 1