

Collaborative for Educational Services
Job Description
Curriculum and Instruction Specialist

Title: Curriculum and Instruction Specialist

Reports to: Director of Professional Development

FLSA Status: Exempt

Salary: Negotiated

I. Background: The Collaborative for Educational Services (CES) serves 36 member school districts led by 19 superintendents. The agency is committed to (1) meeting its member districts' needs; (2) developing exemplary educators; and (3) fostering the success of children, youth and families placed at risk. CES actively seeks innovative products, practices and services in order to fulfill these commitments. This is important work that makes a difference in the lives of youth and educators.

The Professional Development (PD) Department includes a team of accomplished consultants who facilitate a range of PD courses at CES and a variety of services in schools. We are seeking one or more accomplished consultants to complement our current team. These individuals will build educator capacity in schools through independent work and as part of a coordinated team.

II. Purpose: To design and facilitate professional development and technical assistance for administrators, teachers, other licensed educators and paraprofessionals in areas of practice described below; to design new professional development offerings; and to contribute innovative thinking in the design and delivery of professional development.

III. Areas of Practice: The Curriculum and Instruction Specialist(s) will perform the essential functions described in section III below in one or more of the following areas of practice:

- A. ELL education (ESL curriculum; instruction & assessment; program design; paraprofessional support)
- B. Special education (instruction, program design; paraprofessional support)
- C. Science education (curriculum, instruction)
- D. STEM/STEAM education (curriculum, instruction, program design)
- E. Elementary reading instruction and assessment
- F. Secondary reading and writing across content areas
- G. School and district leadership
- H. Urban school turnaround (school effectiveness, instruction, school leadership)

IV. Essential Functions:

- A. Design and deliver professional development (including coaching) for administrators, teachers, other licensed educators and paraprofessionals aligned to the MA High-Quality Professional Development Standards and informed by current research
- B. Facilitate one or more professional learning communities (PLCs)
- C. Provide technical assistance in curriculum design and mapping; program development; and the use of data to inform program design, instruction, curriculum development and professional development
- D. Design and deliver a series of professional development offerings for paraprofessionals in mathematics, literacy (reading and writing) and behavior management
- E. Design and deliver professional development offerings in multiple modalities (face-to-face, online), with the support of the department's strategic planning efforts and the CES Technology Department
- F. Organize large professional development events in collaboration with the Events Manager
- G. Contribute knowledge of evidence-based practice in area(s) of expertise to CES educational program evaluation projects
- H. Identify and nurture relationships with prospective professional development consultants

IV. Required Skills:

- A. Highly engaging professional development presentation
- B. Application of principles of adult learning to design and deliver effective professional development
- C. Readiness to learn new technology applications to support educator training, including Moodle to deliver hybrid online courses
- D. Readiness to develop expertise in additional areas of practice
- E. Readiness to work independently and as part of a coordinated team

V. Qualifications:

- A. Active interest in current issues in teaching and learning; for example, educator evaluation, UDL, social emotional learning, social justice and equity
- B. Strong knowledge of current research in areas of practice
- C. Evidence of ability to develop innovative practices and approaches that are responsive to educator needs, new knowledge about learning, and new state and federal initiatives
- D. At least five years' teaching experience within the K-12 spectrum
- E. Significant experience training teachers within the K-12 spectrum
- F. Master's degree
- G. Strong writing and speaking skills
- H. State teaching license required

- I. Administrator license or experience a plus
- J. Basic competence in the use of Microsoft Office tools
- K. SEI Endorsement preferred
- L. Urban school experience a plus

VI. Physical Demands:

Ability to multi-task and respond to demanding job duties with a positive mindset. Physical wellness sufficient to meet the demands of delivering training and other technical services at CES and multiple site-based locations on a frequent basis.

VII. Work Conditions:

Requires working a flexible schedule. Ability to work with diverse personalities. Skilled in working independently and collaboratively.

VIII. Terms of Employment: 12 months; full time (35 hrs./week) or part time depending on area(s) of practice