SCHOOL DISTRICT OF INDIAN RIVER COUNTY

CURRICULUM SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

(1) Bachelor's degree from an accredited educational institution.
(2) Master's degree from an accredited educational institution preferred.
(3) Valid Florida certification in an appropriate area.
(4) Three (3) to Five (5) years successful experience in education.
(5) Must meet the No Child Left Behind Act regulations and requirements.
(6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws, State Board of Education rules, and School board policies applicable to assigned responsibilities. Knowledge of the appropriate curriculum and Sunshine State Standards. Skill in small and large group presentations. Skill in program development and organization. Ability to communicate effectively orally and in writing. Ability to use technology and conduct statistical analyses to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others. Knowledge and demonstration of Florida Teacher Accomplished Practices and Florida Teacher Competencies.

REPORTS TO:

Director of Academic Success
Assistant Superintendent for Curriculum and Instruction

JOB GOAL

To maintain adherence to federal and state educational standards within the district and schools, and to offer continuous assistance for schools and educators in delivering effective teaching. Additionally, to engage with school leadership groups and formulate tailored support strategies according to their unique requirements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

*(1) Participate in the planning, implementation, and evaluation of the academic curriculum.
*(2) Manage the tasks specific to the assignment as provided by immediate supervisor.
*(3) Coordinate assigned programs or service areas and ensure compliance with federal, state, and district requirements.
*(4) Develop guides and other support materials needed by assigned curriculum or service area.
*(5) Develop or assist in the development of grants or proposals related to assignment.

CURRICULUM SPECIALIST (Continued)

*(6) Monitor the implementation of the curriculum.
*(7) Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and evaluation.
*(8) Provide oversight to ensure successful implementation of curriculum and instructional activities.
*(9) Demonstrate initiative in the performance of assigned responsibilities.

Inter/Intra-Agency Communication and Delivery

*(10) Coordinate articulation among schools.
*(11) Serve as liaison to outside agencies related to assigned programs or services.
*(12) Provide technical support and expertise to school and district personnel.
*(13) Exercise a service orientation when working with others.
*(14) Respond to inquiries and concerns promptly.
*(15) Keep the supervisor informed of potential problems or unusual events.
*(16) Serve on district committees as assigned or appropriate.
*(17) Use effective, positive interpersonal communication skills.
*(18) Work closely with district and school staff to support school improvement initiatives and processes.

Professional Growth and Improvement

*(19) Conduct professional learning on best practices.
*(20) Provide information to administrators and teachers on the latest trends and strategies in education.
*(21) Model effective instructional techniques and strategies when making presentations.
*(22) Maintain expertise in assigned areas to fulfill position goals and objectives.
*(23) Facilitate the development, implementation, and evaluation of training activities for staff members.
*(24) Attend training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues.
*(25) Participate in cross-training activities as required.

Systemic Functions

*(26) Recommend improvements for policies or procedures related to assignment.
*(27) Make recommendations for the selection of and coordinate the activities of coaches.
*(28) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
*(29) Follow federal and state laws, as well as School Board policies.
*(30) Represent the district positively and professionally.
*(31) Ensure adherence to good safety standards.
*(32) Assist in interpreting statutes, Department of Education rules, programs, policies, and procedures of the district as they relate to the content area.

Leadership and Strategic Orientation

*(33) Participate in cooperative long-range planning with departments and schools.
*(34) Assist in implementing the district's goals and strategic plan.
*(35) Exercise proactive leadership in promoting the vision and mission of the district.
*(36) Set high standards and expectations and promote professional growth for self and others.
*(37) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
*(38) Maintain confidentiality regarding school/workplace matters.
*(39) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services, and evaluation of services provided.

CURRICULUM SPECIALIST (Continued)

*(40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

*(41) Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.

*(42) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Instructional Pay Grade 216 days worked per year
FLSA Exempt

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: 04/25/06
Revised: 06/10/24