



CURRICULUM SPECIALIST, MATHEMATICS

Rev. March 2026

Job No.: 3411F

Reports to: Executive Director, Curriculum & Instruction

Dept./Campus: Curriculum and Instruction

FLSA Status: Exempt

Pay Grade: 304

Term: 207 Days

PRIMARY PURPOSE

To develop, support, and continuously improve the secondary math curriculum program and support teachers and campus leaders in their understanding and implementation of secondary math curriculum.

This position will be federal funded for 1 year. Position can be housed on one or more campuses.

MAJOR RESPONSIBILITIES AND DUTIES

- Support campuses in areas of curriculum, instruction, assessment.
- Develop and support implementation of LISD's guaranteed and viable curriculum.
- Maintain timely communication with instructional staff.
- Collaborate with appropriate staff to develop, maintain, and revise curriculum/assessment documents and resources based on feedback, systematic review, and data analysis.
- Maintain the LISD curriculum websites including the math curriculum site, parent site, and student site.
- Support the alignment of written, taught, and assessed curriculum.
- Collaborate with curriculum teams and campus staff to align district curriculum and instruction initiatives.
- Serve as a member and/or facilitator of district and community teams as appropriate.
- Develop and provide professional learning aligned to math content and district initiatives.
- Utilize curriculum and data management software to improve and enhance curriculum documents and instructional resources.
- Compile and analyze state and local assessment data to coordinate plans for improvement in targeted areas.
- Partner with the math coordinator and curriculum specialists to lead the work of math curriculum and instruction.
- Collaborate with other Learning and Innovation staff to align and support resources of best practices for advancement and intervention.
- Seek out and apply new learning in research, emerging trends, instructional strategies/materials, current technology, and district initiatives to improve curriculum and instruction.
- Promote the district vision, initiatives and culture.
- Maintain confidentiality and handle sensitive information with discretion.
- Abide by district and state policies and guidelines.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field. Master's degree preferred.
- Valid Texas Teacher Certification
- Minimum three years successful teaching experience in math.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

Knowledge/Skills/Abilities:

- Knowledge of research-based instruction and curriculum development; Texas Essential Knowledge and Skills; subject matter effective instructional strategies and assessment; systems thinking; and continuous improvement philosophy.
- Skills in communication; organization; collaboration; professional development; computer; and meeting facilitation.
- Ability to collect, analyze, and use data to improve student learning; self-direct; coordinate multiple tasks; and willingness to continue professional growth/development as needed to extend knowledge.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to add, subtract, multiply, divide and to record, balance and check results for accuracy.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional lifting and carrying (up to 25 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.