



CURRICULUM SPECIALIST

Rev. July 2025

Job No.: 3411

Reports to: Executive Director, Curriculum & Instruction

Dept./Campus: PK-12 Curriculum

FLSA Status: Exempt

Pay Grade: 304

Term: 207 days

PRIMARY PURPOSE:

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

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 support instructional practice that supports high levels of student engagement and student ownership of learning.
- Support the alignment of written, taught, and assessed curriculum.
- Collaborate with PreK-12 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 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 content coordinators and specialists to support teachers' use of engaging instructional practice aligned with the district curriculum and student needs.
- 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, core content experience preferred.

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 a 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.