

# TRUMBULL PUBLIC SCHOOLS TRUMBULL, CT

## Curriculum Support Specialist

### Duties

- Assists the Assistant Superintendent of Teaching & Learning with development of key resources and programs related to teaching and learning K-12
- Assist the Assistant Superintendent of Teaching & Learning with preparation for and delivery of professional development for PreK-12 teachers
- Maintains internal records necessary for professional development tracking under the direction of the Assistant Superintendent of Teaching & Learning, and provides independent summaries and analyses as directed
- Assists the Assistant Superintendent of Teaching & Learning with preparation for, communication about, and delivery of assessments for K-12 students
- Following district policies, assists in the facilitation of volunteer background checks for schools
- Under the direction of the Assistant Superintendent of Teaching & Learning, assists key teacher leaders with management of key materials and supplies as needed.
- Communicates, stores, and assists with parent/family communication related to assessment
- Supports the scheduling of summer professional development, student learning, and testing, such as Multilingual Learner placement and more
- Develops, maintains, and independently executes tools and records related to summaries and analyses of K-12 student performance on internal and external assessments, including longitudinal data, as directed
- Maintains and supports an organized office environment, including significant hard-copy and electronic records
- Assist with organizing, formatting, and maintaining policy and curriculum documents on the district website.
- Maintains Teaching and Learning pages on the district website and ensures all content meets accessibility standards as is possible.
- Exercises independent judgment regarding routine department matters
- Has a working knowledge of District policies and practices as they pertain to the operation of the department
- Maintains high level of confidentiality
- Performs other duties as directed

### Necessary qualifications

- High school graduate required; Bachelor's degree, with coursework in communications, education, mathematics, or other job-related field, preferred
- Three years previous successful job-related experience or the equivalent
- High literacy in all Microsoft Applications, and all Google Applications
- Familiarity with utilizing Adobe pro and accessibility checkers - preferred
- Interest and capacity to learn additional software and/or functions
- Ability to multi-task and meet competing deadlines under pressure

### Reports to

- The Assistant Superintendent of Teaching & Learning

### Classification

- Salary and benefits per CILU Support Staff contract. The position is 40 hours per week, full- year.

1/05/2026