

Union Public Schools Job Description

Job Title: Curriculum Specialist
Department: Teaching and Learning
Reports To: Director of Professional Development

FLSA Designation: Exempt

SUMMARY: To develop multi-leveled curriculum for the Community Education ONPACE civics component for existing adult English as a Second Language (E.S.L.) programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Develops and/or assists in the development of a multi-leveled civics-based curriculum component that will target limited English proficient adult learners and will be used to enhance existing Community Education E.S.L. programs.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises training for the initial team of teacher trainers.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required. Recent curriculum development, or associated contemporary education, required. Language acquisition or E.S.L. background desired.

CERTIFICATES, LICENSES, REGISTRATIONS: Holds, or has held a valid Oklahoma Teaching Certificate. Administrative experience preferred.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to develop and implement a variety of written and oral plans, diagrams, and schedules.

OTHER SKILLS and ABILITIES: Ability to write high quality, developmentally appropriate curriculum for learners of all ages. Ability to apply knowledge of current research and theory to curriculum development and implementation. Ability to develop and maintain effective working

relationships with students, staff, and the school community; skill in oral and written communication. Ability to develop and conduct inservices and to model effective strategies for implementing curriculum.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds, such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level will usually be quiet to moderate, and occasionally moderate to loud.