

Union Public Schools Job Description

Position Title: Curriculum Specialist, PK-5th Grades
Language Arts and second emphasis in Social Studies
Department: Teaching and Learning
Reports To: Director of Professional Development

FLSA Designation: Exempt

SUMMARY: To provide leadership in the development of the Union language arts curriculum and assessments.

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

- Works with administrators and faculty to implement and refine the Union language arts curriculum for Grades preK-5.
- Collaborates with District administrators, site principals, instructional specialists and faculty to implement curriculum maps/assessments.
- Collaborates with administrators, instructional specialists, and teachers to facilitate interdisciplinary connections with other content areas, specifically social studies.
- Utilizes national, state and District assessment data to promote student learning.
- Augments test item bank and instructional resources in ABACUS/Concert.
- Assists with pre-slugging and scanning of answer documents for District assessments.
- Utilizes Crosspointe to disaggregate student data.
- Designs and delivers innovative professional development in curriculum, instruction and assessment.
- Assists faculty in the implementation of research-based practices and strategies.
- Coordinates instructional materials selections.
- Assists with writing and monitoring the Title I/Title II grant.
- Collaborates on Title I and III (ELL) grant writing and instructional programming.
- Stays informed in current trends in curriculum, instruction, and assessment.
- Works with the community and parents to raise awareness about literacy.
- Maintains liaison with education leaders and language arts organizations at state, regional and national levels.
- Attends advanced training in Crosspointe/ABACUS/Concert.
- 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.

QUALIFICATION 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 with a minimum of three years teaching experience. Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents; both in oral and written communication.

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 this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to 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 and 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.

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 in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.