

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

CURRICULUM SPECIALIST II

BRIEF DESCRIPTION OF POSITION

The role of the Curriculum Specialist II is to build capacity and provide support that ensures all students develop proficiency and have equitable access to a standards-based instructional program. The position is designed to support the consistent implementation of the California Common Core State Standards, and related professional development and instructional planning for students.

Under the direction of the Assistant Superintendent of Education Services, the Curriculum Specialist II will work collaboratively with general and special education teachers, administrators, directors, and other staff to develop effective and consistent use of evidence-based pedagogy across the content areas using a multi-tiered approach to teaching and learning. The Curriculum Specialist will work directly with teachers to apply these practices during instruction and provide services to support at-risk students.

REPRESENTATIVE DUTIES and RESPONSIBILITIES

Duties, may include but not limited to, the following:

- Develops capacity of individuals, teams, and whole staff to continuously improve standards based instruction.
- Plans and delivers professional development to administrators, teachers, paraprofessionals, and parents in accelerating academic achievement.
- Supports the implementation of Designated and Integrated ELD.
- Assists and supports the curriculum adoption process.
- Assists and supports development of district wide PD and Curriculum planning.
- Assists and supports the development of the English Learner Master Plan.
- Conducts demonstration lessons and provides feedback to teachers on the effective and evidence based methodologies to ensure equitable access to core standards-based instruction for all students.
- Develops model lessons that ensure access to grade-level content area instruction for all students.
- Supports teachers to manage, interpret and use formative assessment data, systematically examine student work, plan and deliver appropriate instruction, intervention and accommodation strategies for ELL students and students performing below grade level.
- Conducts pre- and post-instruction conferences for planning and debriefing lessons to ensure appropriate pedagogy for EL students.
- Participates in district professional development to support initiatives related to student achievement.

OTHER FUNCTIONS:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department and district.

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REQUIRED QUALIFICATIONS

Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- A Valid California Administrative Services Credential
- Minimum of three years successful teaching experience
- M.A. or higher
- A valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES-

May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong understanding of Multi-Tiered System of Supports (MTSS) to promote access to core proficiency.
- Strong understanding of the ELA/ELD Framework, CA ELD Standards and EL Master Plan.
- Experience in teaching EL and at-risk students.
- Knowledge and experience in collaborative planning, delivery of instruction, and differentiated professional development.
- Knowledge and understanding of instructional strategies that promote academic language development, literacy development, and access to core content for the accelerated achievement of all students.

WORK ENVIRONMENT;

Environmental or atmospheric conditions commonly associated with the performance of the function of the position.

- General office conditions and moderate noise levels.
- Frequent district wide travel in personal vehicle.

RESPONSIBLE TO:

The Curriculum Specialist II is directly responsible to the Assistant Superintendent of Curriculum and Instruction.

SALARY AND WORK YEAR

The Curriculum Specialist II will be placed on the Administrative Salary Schedule and will have a work year of 200 days.

FLSA exempt