

## **CURRICULUM SPECIALIST**

**Qualifications:** Possess and maintain certification as established by NYSED (SDA or SDL). At least five (5) years of teaching experience, administrative experience is preferred.

**Reports To:** Director of Instruction

**Essential Job Function:** To assist with the planning and implementation of curriculum, instruction, assessment, and programs for the District to improve student achievement.

### **Performance Responsibilities:**

1. Assist with the dissemination and coordination of information and updates from NYSED regarding curriculum, instruction, and assessment.
2. Work with department leaders and teachers to implement programs for instruction and assessment and the applicable best practices and strategies
3. Help to identify curriculum gaps and overlaps, and facilitate curriculum mapping
4. Coordinate interim assessment schedules
5. Collaborate with department leaders and data team members on matters such as interim assessments, AIS, unit design, and others as required
6. Assist with test security, scoring, and data issues
7. Assist teachers with securing and reviewing historical data
8. Provide classroom coverage to allow for teacher to teacher observations and collaboration
9. Assist the Director of Instruction with matters pertaining to curriculum development and instructional and staff improvement in the district
10. Make recommendations and assist with evaluating school performance
11. Provide leadership to the comprehensive planning team and other committees pertaining to curriculum, instruction, and assessment, serving on them as appropriate
12. Attend professional meetings, workshops, and conferences to keep current with trends and practices associated with the position, teacher and leader effectiveness, and staff development
13. Keep administrative team informed of CABOCES Instructional Support initiatives and programs
14. Assist with action research projects in District classrooms and schools as directed
15. Perform other duties as directed by the Director of Instruction

**Terms of Employment:** Twelve (12) month position

**Evaluation:** Performance is evaluated by the Director of Instruction

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specified duties