

JOB TITLE: Specialist, Curriculum

STATUS: Exempt

REPORTS TO: Director of Curriculum and Instruction

TERMS: 215 Days/Non-Contract

DEPARTMENT: Curriculum and Instruction

PAY GRADE: AE104

PRIMARY PURPOSE:

Coordinate district curriculum in assigned content area to ensure quality curriculum, instruction, and assessment for Pearland ISD students.

QUALIFICATIONS:

Education:

Bachelor's degree

Master's degree, preferred

Special Knowledge/Skills:

Strong knowledge of researched best practices in curriculum, instruction, and assessment

Expertise in the writing and development of curriculum in content area

Ability to plan, coordinate, and lead staff development and curriculum development

Ability to model effective classroom strategies on research-based teaching practices

Strong organizational, written and oral communication, and interpersonal skills

Experience:

Minimum of five years of teaching experience

MAJOR RESPONSIBILITIES AND DUTIES

1. Coordinate the writing, planning, implementation, evaluation, and revision of district curriculum, including overseeing the district curriculum management system with the district scope and sequence.
2. Coordinate the planning, implementation, and evaluation of the vertical and horizontal alignment of TEKS to plan instruction and assessment.
3. Assist department leadership in the development and monitoring of instructional plans and resources using federal and state funds.
4. Disaggregate data and provide data to instructional staff to assist in determining campus strengths/weaknesses and develop an instructional plan in preparation for state testing to improve scores.
5. Stay current with educational research, emerging trends, and best practices related to curriculum and instruction in assigned content area.
6. Regularly review state standards and apply updates to curriculum documents, assessments, and instructional materials within assigned content area.
7. Conduct regular classroom visits to monitor use of curriculum resources and instructional practices to provide feedback and ensure alignment with district goals and best practices.
8. Plan, budget, coordinate, and deliver district staff development.
9. Assist principals and instructional staff with the implementation of district instructional initiatives.
10. Collaborate with principals and district administrators concerning campus instructional needs.

11. Develop and coordinate the implementation of district assessments.
12. Collaborate with instructional staff to design tutorial programs and instructional interventions.
13. Attend Curriculum and Instruction Department meetings for the purpose of collaboration and planning.
14. Provide instructional support for MTSS, summer school, and other academic programs.
15. Complete other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Regular light lifting and carrying 15-45 pounds daily

Environment: Work inside, may work outside; regular exposure to noise, may work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date