

# SPRING HILL SCHOOL DISTRICT



## Licensed Instructional

<b>Title</b>	<b>Curriculum Specialist</b>
<b>Purpose</b>	The Curriculum Specialist is responsible for supporting the development, articulation, implementation, and evaluation of district curriculum, instruction, and assessment. The Curriculum Specialist reports to the Director of Teaching and Learning and works as part of a T&L Team to ensure a well developed, results-based educational program across all content areas with strong vertical and horizontal alignment to Kansas Standards.
<b>Supervision</b>	Director of Teaching and Learning
<b>Payment Rate:</b>	According to the USD 230 Master Agreement (230 Day Contract)
<b>Benefits</b>	According to the USD 230 Master Agreement
<b>Required Qualifications</b>	<ul style="list-style-type: none"><li>• Current Kansas State Teaching License on file in the district office.</li><li>• Master's degree in Curriculum and Instruction, Educational Leadership or related field required.</li><li>• District or Building Level Kansas Administrator License preferred (or willingness to enter a program to complete).</li><li>• Previous experience as teacher, administrator or instructional coach (5 years required)</li><li>• Demonstrates ability to implement best practice and motivation to set and achieve high performance levels</li><li>• Desire to continue career improvement by enhancing skills and job performance</li><li>• Bilingual skills a plus</li></ul>
<b>Physical Requirements &amp; Conditions</b>	<ul style="list-style-type: none"><li>• Requires prolonged sitting or standing.</li><li>• Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 20 lbs.</li><li>• Occasional stooping, bending, and reaching.</li><li>• Must work indoors and outdoors year round.</li><li>• Must work in noisy and crowded environments.</li></ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"><li>• Support the philosophy and vision of USD 230.</li><li>• Establish a positive learning environment and respond to the individual needs of students and staff.</li><li>• Ensure that all activities conform to district and building policy guidelines.</li><li>• Communicate effectively with all members of the school district and community.</li></ul>

	<ul style="list-style-type: none"> <li>● Work effectively with the learning community.</li> <li>● React to change productively and handle other tasks as assigned.</li> <li>● Support the value of an education.</li> </ul>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>● Work positively toward meeting identified district and building strategic plan goals.</li> <li>● Supports the development, articulation, and implementation of curriculum while following a district review and adoption schedule.</li> <li>● Identify and model research-based instructional practices that support academic achievement across the PreK-12 educational environment.</li> <li>● Assist schools with analyzing data, as well as developing, implementing and monitoring school improvement plans.</li> <li>● Promotes research-based effective practices through continued professional development; including attendance at educational seminars and conferences, and review of current research, literature and reports.</li> <li>● Supports the Director of Teaching and Learning to organize, facilitate and evaluate professional learning programs for educators in support of the goals and objectives for curriculum, instruction and assessment.</li> <li>● Support PLC and MTSS, including the facilitation of content area Vertical Teams.</li> <li>● Facilitate LETRS/Aspire Training/Ongoing Dyslexia Training per KSDE.</li> <li>● Collaborates with the Teaching and Learning team on topics relevant to curriculum, instruction and assessment.</li> <li>● Assists with inventory of district instructional materials.</li> <li>● Performs other tasks and responsibilities as assigned.</li> <li>● Ability to read and interpret documents including the analysis of district assessment data.</li> <li>● Ability to effectively write detailed reports and correspondence</li> <li>● Ability to communicate well, verbally and in writing, with parents, patrons, staff and students.</li> <li>● Ability to speak in front of large and/or small groups</li> <li>● Operate a personal computer and related applications (Google Suite, Skyward, etc)</li> <li>● Collaborate with teachers, administrators and colleagues</li> <li>● Perform duties with awareness and commitment to all district requirements and Board of Education policies</li> <li>● Communicate positively with colleagues, parents and patrons as well as other members of the community</li> <li>● Obtain advance approval of the Director of Teaching and Learning for all activities and expenditures.</li> <li>● Adhere to all district and building health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan and Building Crisis Plan.</li> <li>● Other duties as assigned by the Director of Teaching and Learning and other Administrative Staff.</li> </ul>