

# Wachusett Regional School District

## CENTRAL OFFICE

### JOB DESCRIPTION

#### **TITLE:**

Curriculum Specialist

#### **QUALIFICATIONS:**

The Curriculum Specialist shall have a Master's Degree with at least five years of successful employment experience in education, including teaching, supervision, and administration. The Curriculum Specialist shall be certified within the area of expertise he/she is performing the duties of Curriculum Specialist by the Commonwealth. The Curriculum Specialist shall possess particular experience in areas such as curriculum development, evaluation and supervision, grant writing and administration, and involvement in task forces and curriculum study groups. The Curriculum Specialist shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

Principals

#### **PERFORMANCE EVALUATION:**

The Curriculum Specialist shall be evaluated annually consistent with the evaluation procedure included in the Collective Bargaining Agreement between the Wachusett Administrators Association and the district.

#### **REPRESENTATION STATUS:**

Wachusett Administrators Association

#### **JOB RESPONSIBILITIES:**

The Curriculum Specialist is the primary support administrator for the Principal and the Curriculum Coordinator in the area of curriculum development and evaluation and supervision of instructional staff. As a member of the Administrative Staff, he/she shall provide leadership for the School District, represent the Superintendent, the Director of Operations, the Principals, or the

Curriculum Coordinator as appropriate at official school and community functions, inform the Principal and Curriculum Coordinator of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the Superintendent, the Director of Operations, the Principals, and Curriculum Coordinator of his/her activities and as requested. The Curriculum Specialist in conjunction with the Principals and the Curriculum Coordinator shall develop annual job goals that will become part of the criteria used to evaluate the Curriculum Specialist.

The Curriculum Specialist provides leadership in curriculum development and coordination within the District and assists the Principals and Curriculum Coordinator in providing direction to the pupil personnel programs in the District. The Curriculum Specialist assists the Principals and the Curriculum Coordinator in providing leadership and assistance to the executive staff, the administrative team, and the instructional staff, as directed, by developing the instructional program, in evaluating employee performance, evaluating program value, and developing unified curriculum for the District. The Curriculum Specialist shall support and enhance the instructional program of the District.

In carrying out these responsibilities, the Curriculum Specialist shall:

1. Coordinate curriculum activities and foster a creative and supportive environment for curriculum development, innovation, and professional growth;
2. Assist in the operation, supervision, and evaluation of faculty and staff personnel within specified areas to include; assisting in the selection and assignment of staff to allocated or vacant positions, assisting in establishing the master schedule and program scheduling for staff, mediating problems or concerns between staff personnel, and assisting in the preparation for faculty and curriculum meetings;
3. Assist in the coordination of the meeting and curriculum development activities of the District's various task forces in his/her area of expertise, to include providing technical support as a resource for the task force(s);
4. Work cooperatively with the executive staff, administrative staff, and instructional staff in the development of a unified, District-wide curriculum in his/her area of expertise including coordinating curricular revisions within his/her area of expertise;
5. Keep abreast of new developments in the curriculum of his/her area of assignment through readings, conferences, and other means of gathering training and knowledge and disseminates information to

members of the administrative and instructional staffs on a regular basis including conducting demonstration lessons with students in classroom situations for observation by teachers;

6. Coordinate communication processes to facilitate interaction among teachers in different schools within the District and to guarantee the sharing of ideas gained by individual teachers through conference attendance, workshop experiences, and content courses;
7. Provide professional development training within his/her area of expertise as part of the District's annual professional development program;
8. Assist in the writing, implementing, and evaluating of grants and special projects;
9. Supervise and coordinate the ordering and utilization of instructional aids, equipment, and materials in his/her area of expertise; and,
10. Conduct other staff duties and responsibilities as directed by the Superintendent or designee, including attending meeting as requested or required by the Superintendent or designee, attending and participating in community meetings and working with community organizations, and any other staff function required by the Superintendent or designee.

**SUPERVISES:**

Instructional Staff within Area of Expertise

Updated on 4/25/97  
Updated on 3/1/05

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date:3/1/05