



Curriculum Specialist

Job Overview

The role of the Curriculum Specialist in the Teaching, Learning and Assessment Department (TLA) is established for the purpose of supporting teachers in the implementation of high-quality instructional materials and high-impact teaching strategies by developing and conducting professional development sessions; providing input and recommendations regarding curriculum implementation and standards-driven instructional planning; leading and training instructional coaches in their role and supporting the work of professional learning teams; communicating with all stakeholders in the district as it pertains to all curriculum, instruction and assessment.

This position reports to the Director of Curriculum in the Teaching, Learning and Assessment Department.

Job Functions

- Collaborates with all stakeholders (teachers, instructional coaches, administrators, parents, vendors, outside agencies, etc.) to ensure that state-approved, district-adopted curricula meet student needs, follow state standards, and align with the district's vision of high-quality instruction.
- Effectively communicates, verbally and in writing, with all stakeholders clearly, concisely, and timely.
- Creates and facilitates professional development, district conferences, and community informational sessions for the purpose of enhancing student achievement and growth. Plans and facilitates training for certified staff in the use of curriculum and high-impact instructional strategies, including modeling lessons using the adopted curriculum.
- Supports teachers, instructional coaches, administrators, and professional learning teams in the PLC process, including creation of assessment items as needed, data discussions, and intervention ideas/tools.
- In collaboration with the Professional Development Department, the curriculum specialist develops needs assessment opportunities for the purpose of ensuring that district curriculum and professional development needs are met at the school and district level.
- Develops curriculum implementation solutions and related instructional aides for the purpose of providing users with tools to enhance student learning. This includes, but is not limited to, developing curriculum scaffolds, related instructional strategies, and curating/developing supplements to core curriculum as needed.
- Facilitates the review and selection of textbooks and related high-quality instructional materials in accordance with state adoption cycle, laws, and regulations to meet district, state, and federal educational standards.
- Oversees assigned projects and program components specific to the area of specialty (i.e., ELA, math, science, RTI, etc.) to ensure availability of information and materials, and delivery of services in compliance with established guidelines and requirements.
- Engages in continuous, content-specific learning for professional growth and participates in workshops and professional meetings/opportunities that grow the capacity of the specialist to perform the functions of the role.
- Prepares and vets a wide variety of instructional materials, including assessments for the purpose of supporting student learning.
- Analyzes student and program related data for the purpose of providing information related to student achievement and growth to evaluate the curriculum and program's effectiveness and to provide information needed for strategic planning.
- Maintains a variety of files, documents, and records that pertain to their content to provide written reference and comply with district and TN Department of Education mandates.
- Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the district as it pertains to all matters regarding teaching, learning and assessment.



Working Environment

This job is performed in a standard office environment and in schools across Williamson County. Generally, 60% of the time is spent in schools and 40% in an office setting. Occasional travel outside the district for professional meetings can be required. Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility is preferred.

Minimum education: Minimum of a master’s degree in related field preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Experience in reading, analyzing, and interpreting data.
- Experience in delivering professional learning to adults and modeling instructional practices for teaching professionals.
- Experience in leading and facilitating professional learning teams.
- Strong communication skills, both verbal and written.
- Proficient use of Microsoft and Google applications.
- Experience in managing multiple time sensitive projects simultaneously.
- Prefer a candidate with graduate credits in school leadership.
- Ability to learn and implement emerging technology and digital applications.
- Experience in successfully working in collaborative groups.

Required Testing:

N/A

Required Certificates and/or Licenses:

Tennessee Teacher License or Certification

FLSA Status:

Exempt

Continuing Education/Training:

Maintain Licensure

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Certified

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