



JOB TITLE: CURRICULUM SPECIALIST – LANGUAGE ARTS/MATH

DEFINITION:

Under the general supervision of the site administrator to provide specialized assistance in the chosen area; to serve as a resource to teachers; to serve as a source of assistance to pupils; to assist in the conduct of intensive learning experiences for pupils; and to do other related work as required.

ESSENTIAL FUNCTIONS:

- Assists instructional personnel and site administrators in the identification of pupil needs in their specialized area.
- Assists in the development of goals and objectives relative to their specialized area.
- Assists in the management and shaping of appropriate pupil behavior.
- Provides input to staff concerning pupils regarding their specialized area.
- Assists in the planning, development, implementation and maintenance of related skills.
- Maintains a variety of records relating to their specialized area.
- May develop resource materials to be utilized in their specialized field.
- Provides reinforcement, enrichment and extension activities.
- Demonstrates appropriate strategies and techniques supplementing activities relative to language arts/math instruction.

Secondary Functions:

- All duties listed are considered essential.

EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Associate of Arts Degree or two years of college (48 units). Bachelor of Arts preferred.

Licenses and other Requirements:

Some positions in this classification may be required to possess a valid California driver's license.

Mental Demands:

Language Skills:

Ability to read and interpret textbooks and documents such as curriculum guides, instructional procedure manuals; communicate effectively orally and in writing using correct English usage, grammar, spelling, punctuation and vocabulary.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; make mathematical calculations quickly and accurately.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal effectively with problems involving several elements in irregular situations; learn



quickly, interpret and apply rules, policies and procedures of the program and function to which assigned; recognize the scope and limits of assignment.

Other Skills and Abilities:

Demonstrate knowledge of:

Basic child guidance principles and practices.

Basic subjects taught in District schools, including math, grammar, spelling, language and reading.

Performance levels and reading abilities of students.

Safe practices in classroom and playground activities.

Interpersonal skills using tact, patience and courtesy.

Instructional techniques, methods and materials.

Record keeping techniques.

Health and safety regulations.

Demonstrate ability to:

Assist with the instructional and related activities of the assigned learning environment.

Learn the legal requirements, guidelines, policies, goals, objectives, procedures, functions and limitations of assigned program.

Perform clerical duties such as filing, duplication and maintaining simple records.

Work confidentially with discretion.

Establish and maintain effective and cooperative working relationships with others.

Maintain records and prepare reports.

Operate a variety of office, audio-visual, educational and physical training equipment such as copiers, laminator, tape recorder, computer and typewriter as necessary.

Print and write legibly.

Conform to and use the prescribed methods, techniques and materials as assigned.

Supervise and discipline students according to approved policies and procedures.

Provide a positive and encouraging learning climate for students.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Body Movement

Regular Activities: sit or stand for long periods of time; use hands and fingers to write, handle controls or operate audio-visual or other equipment or pass out instructional materials; reach with hands and arms; bend, stoop, kneel or crouch to work with students; speak clearly and distinctly to communicate with others; and hear sufficiently to understand voices over telephone and in person. Employees in this classification are frequently required to walk in other classrooms or offices on the school premises to monitor students, conduct work or to pick up/deliver materials.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 20 pounds.

Vision Requirements:

Ability to see clearly at 20 inches or less to assist students with class work; see clearly up to 30 feet to monitor students in the classroom or on the school grounds; identify and distinguish colors; and adjust



the eye to bring an object into sharp focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment:

The work is typically performed in a classroom or other learning environment. The work environment is moderately noisy. Some positions in this class may be required to travel to more than one district school to conduct work.

Exposures, Risk and Hazards:

While performing the duties of this classification, an employee is exposed to communicable diseases which normally affect school-aged children.

Adopted by the Governing Board: 02/21/17



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER