



## Example of Curriculum Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of curriculum specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for curriculum specialist

- Develop testing tools to measure and assess effectiveness of the curriculum and learner performance, integrating results into new and existing course curriculum
- Develop and distribute improved learning materials to every K2–G3 classroom in Jordan
- Train teachers, principals, supervisors, and field directorate and MOE administrators to provide more effective instruction
- Promote community participation in reading and mathematics education
- Support nationwide adoption of early grade reading and mathematics policies, standards, curricula, and assessments
- Maintain timely and appropriate communication with customers
- Provide assistance to Curriculum Operations and Manager of Curriculum Technology and Operations as required
- Include all necessary handouts, lecture notes, worksheets, (with complete bibliographic information) that a CTY summer instructor would need to teach each lesson in his or her course
- Designs and implements annual CYS program plan to include training goals and objectives, plan to meet individual staff needs, curriculum framework that encompasses the social, emotional, physical, and cognitive development of children/youth incorporating the four (4) service areas for youth as required
- Assists in maintaining DoD certification, and assists in achieving and retaining national accreditation or Army equivalent and maintaining accreditation/Army

## Qualifications for curriculum specialist

- Must be willing to travel 80% of the time all overnight trips
- Ability to develop rapport with an audience and effectively and strategically respond to audience questions
- Experience building online course content with learning management systems
- Familiarity and experience with Learning Management Systems
- Experience using online curriculum authoring tools such as Adobe Captivate, Articulate, Camtasia, or other similar online authoring tools
- Exceptional writing skills needed to produce comprehensive course facilitator and participant guides