



Example of Curriculum Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of curriculum specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for curriculum specialist

- Coach and manage science curriculum writers to outcomes
- Identifies and trains CYS Program Associates and MHA Star Providers to assist in conducting entry level training for new employees/providers
- Spends 60 - 75% of time in programs/homes training, observing, evaluating and modeling Enables staff/providers/volunteers to maintain their Individual Development Plans (IDP) and ensures training has been properly documented
- Develops training program budget and provides to CYS Coordinator for input into CYS budget to include Foundation and Annual/On-going Training costs, resource and professional supplies, equipment and materials, credentialing fees, training related TDY costs, conference registration fees, and college course tuition
- Remain abreast of current and emerging training practices, trends and methods and ensure their application as appropriate
- Provide advanced expertise and innovation to anticipate, identify, and resolve complex training problems
- Coordinate with the Director and Early EdU production team to produce various professional development resources, based on the Practice-Based Coaching model, Program Quality Improvement domains and Quality Seal domains
- Manage a collection of video exemplars in English and Spanish of exemplar interactions between adults, children, and youth in various childcare settings, afterschool programs, and collection of video exemplars of the ELO Coach Model

by adding video exemplars from these settings, creating new materials and handouts to support providers in English and Spanish

- Manage distribution of existing and new CQEL professional development resources via the Coaching Companion (a web based coaching application)

Qualifications for curriculum specialist

- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment
- The ability to effectively and efficiently communicate complex technical concepts to a broad international audience
- The ability to quickly understand new technologies and concepts
- Must travel – the territory includes Tennessee, North Carolina, South Carolina, Alabama, Georgia, Florida or Louisiana
- 5 years of experience in either in- or pre-service teacher training, in developing curricular materials for either early grade reading or mathematics, with a portfolio of completed assignments
- Post graduate degree (Master's Degree in education, social sciences, or a related field)