



Example of Curriculum Specialist Job Description

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Our growing company is searching for experienced candidates for the position 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

- Lead on the production of online web-broadcasts – MOOCs
- Lead on the expansion of CQEL media library, identifying media needs, coordinating collection, and coding of new media resources
- Lead on development of new CQEL training materials and adaptation of existing resources
- Work to lead project efforts and liaison with CQEL staff on project specific deliverables
- Develop sales-focused training modules to support key sales initiatives, including Holiday(s), Storytelling, Styling, in collaboration with Product Information and Learning and Technology teams
- Support key business initiatives in partnership with various internal departments including Merchandising, Marketing, Customer Relationship Management
- The primary purpose of this position is to serve as the early childhood education specialist for all child development programs including child development centers, preschools, family day care, school-age, special needs programs, volunteers, hourly care programs, food service and custodial, and any unique children's programs such as Sure Start
- Initiates, designs, develops, arranges for, conducts, and oversees training in early childhood development and related activities for all child development center staff, family day care program staff and providers, preschool and school-age program staff, volunteers, hourly care staff, management, administrative staff, custodial employees, food service staff, and staff working

- Serving as subject matter expert for Instrumentation and Electrical Maintenance initial and continuing qualification programs and emergent Instrumentation and Electrical Maintenance affecting training needs
- Providing advanced expertise and innovation in the research, design, analysis, and administration of assigned function(s) to support the achievement of business objectives of assigned customer area(s)

Qualifications for curriculum specialist

- Fluency in Arabic language is required, English language is also preferred
- Evidence of strong writing skills in Arabic and English
- Knowledgeable with eCollege and/or LMS systems, Proficient in the use of Microsoft Office products
- Requires a bachelor's degree, preferably in business administration or liberal arts
- Identify, collaborate with and train Jordanian experts in the development of K-12 instructional education technology materials
- Develop General and Specific Learning Outcomes for education technology subjects