



**Orange County Department of Education  
Human Resources Department  
Certificated Management Class Specification**

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**Curriculum Specialist, Career Education**

**Class Code: 1322  
Work Days: 225**

**GENERAL PURPOSE**

Provide specialized services in support of Career Technical Education; and assist with the planning, development, and implementation of Career Technical Education (CTE) curriculum and instruction objectives and activities; and provide assistance to higher-level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Provide expertise in all aspects of Curriculum and Instruction related to Career Technical Education (CTE).
  3. Serve as a resource to school districts in the creation, preparation, and approval of new competency-based, integrated and UC approved CTE courses; the updating of existing courses; and the research, adoption and submission of other district, state, and national programs.
  4. Assist Curriculum and Instruction Coordinator with the activities of the CTE Curriculum Committee.
  5. Plan, organize, and facilitate Professional Development, Professional Learning Communities, and other staff development and training for districts.
  6. Monitor curriculum goals and objectives; conduct evaluations and accountability studies and prepare reports.
  7. Assist with the development of Career Pathways, the integration of CTE and academic standards into courses, and articulation with post-secondary institutions.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Develop grant project proposals, prepare applications, and complete related compliance data, documentation, and reports; conduct special studies or research.
9. Perform related duties similar to the above in scope and function as required.
10. Demonstrate attendance sufficient to complete the duties of the position as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Organization, supervision, and effective management practices and principles.
2. Current trends in Career Technical Education, National and State CCSS and academic standards, Frameworks and Model Curriculum, effective staff development practices, techniques, and delivery systems.
3. Competency and performance-based curriculum.
4. Instructional strategies and assessment, including project-based learning, linked learning principles, performance-based and authentic assessment.
5. Basic operations, services, activities, and guidelines in CTE programs.
6. Modern principles and practices of program development and implementation.
7. Recent developments, current literature, and sources of information related to education and effective instructional programs.
8. California Education Code, California Administrative Code, and other pertinent federal, state, and local laws, codes, and safety regulations; as well as the policies, rules, and regulations of the Orange County Department of Education.

### **Ability and Skill to:**

1. Make effective presentations to teachers, administrators, staff, parents, and students.
2. Translate policies and procedures into practical applications.
3. Elicit, cultivate, and maintain strong cooperative relationships with school personnel, parents, professional individuals, and community agencies.
4. Integrate technology into the curriculum.
5. Plan, implement, and coordinate activities and procedures designed to ensure the completion of established goals.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

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**Ability and Skill to (cont.):**

11. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.
12. Collaborate with team members in completing projects.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is Bachelor's degree from an accredited college or university, and three years of increasingly responsible experience as a teacher in a secondary instructional program.

**Licenses; Certificates; Special Requirements:**

Valid California State Teaching credential.

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

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

Employee typically works in an office environment that is variably paced with moderate to high pressure.

Revised 11/2019