



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

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**Curriculum Specialist, Educational Services**

**Class Code: 1540  
Work Days: 210**

**GENERAL PURPOSE**

Provide specialized services in support of an educational program; provide education and training related to the program; establish procedures and protocol under supervision; 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. Assist with the coordination/leadership of curriculum and instruction in educational program.
  3. Confer, coordinate, and exchange information with other professionals within the educational area; acquire and deliver effective services within the program.
  4. Participate in interdisciplinary curriculum development to meet the needs of all students.
  5. Evaluate and assess the effectiveness of professional development, programs, and materials for the teaching of curriculum specialty.
  6. Coordinate the development of technology resources for educational program.
  7. Perform related duties similar to the above in scope and function as required.
  8. Demonstrate attendance sufficient to complete the duties of the position as required.
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## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Organization, supervision, and effective management practices and principles.
2. Competency and performance-based curriculum.
3. Basic operations, services, activities, and guidelines of educational program.
4. Modern principles and practices of program development and implementation.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Recent developments, current literature, and sources of information related to education and educational programs.
7. California Education Code, California Administrative Code, and other pertinent federal, state, and local laws, codes, and regulations.

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

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Make effective presentations to teachers, administrators, staff, parents, and students.
3. Manage multiple priorities and resolve conflicts and problems related to program.
4. Plan, implement, and coordinate activities and procedures designed to ensure the completion of established goals.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

### **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 with major course work in an educational program or related field and three years of increasingly responsible experience in educational program.

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**Licenses; Certificates; Special Requirements:**

A valid California state teaching or service 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.

2/2019