

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** TOSA - Curriculum Specialist – Secondary

**DEPARTMENT:** Teaching and Learning Services

**REPORTS TO:** Assistant Superintendent of Teaching and Learning

**POSITION SUMMARY:** Under the direction of the Assistant Superintendent the Curriculum Specialist trains, coaches, and consults with staff to recommend appropriate classroom instruction for student learning. This position requires knowledge of District Regulations and procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Leads curriculum adoption and implementation for secondary curricula, including the development and implementation of scope and sequence 6-12.
- Coordinates, facilitates, and provides training, including in-classroom coaching for building staff necessary to implement and maintain adopted curricula.
- Models instructional and assessment strategies, including those to differentiate for work with diverse learners.
- Provide regular program data-based evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Director and other stakeholders
- Assist staff in the use of assessment data to guide instruction.
- Lead analysis of Smarter Balanced performance tasks under direction from Teaching and Learning Services (TLS) Directors in order to develop instructional preparation and learning activities.
- Develop a plan for and implement data collection and analysis around efficacy of curriculum implementation.
- Coordinate with TLS staff purchase and delivery of curriculum materials as needed.
- Coaches and mentors teachers new to content area instruction.
- Connects building staff to resources required for successful implementation of curriculum.
- Acts as a liaison for curriculum implementation between building staff and district administration.
- Support classroom teachers in accessing and utilizing online components of district curriculum.
- Collaborate with the Educational Technology Department and the IT Technology Specialists when adopting and implementing new technology in support of District initiatives and student and adult learning.
- Support staff on the integration and implementation of technology to achieve “Tier 3” learning environments.
- Provide leadership in the selection, development, and maintenance of materials for teachers to gain the skills necessary to effectively integrate technology as a tool for productivity, communication, research, problem solving, student engagement, and decision making.
- Support and contribute to the TLS department in the creation and maintenance of the departmental web sites.
- Keep abreast and continue professional growth of best teaching practices, assessment strategies, and new technology developments to foster integration of all into teacher instruction to benefit student learning.
- Facilitates and participates in staff and other professional meetings as may be assigned or necessary.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Use technology for communication, presentations, trainings, instruction, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Bachelor’s degree. Appropriate major in curricular area preferred. Master’s in Teaching degree highly preferred.

**EXPERIENCE:** Five (5) years of successful certificated experience in public schools and effective work with school age students. Secondary level experience highly preferred. Experience as a teacher leader. Prior experience coaching and training adult learners preferred.

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**CERTIFICATES & LICENSES:** Valid Washington State teaching certificate with relevant endorsement required. National Board Certification preferred. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** Maintaining current knowledge of state standards and that which is required to be successful in the position and to maintain certification.

**REQUIRED TESTING:** None Specified

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Issaquah Education Association (IEA)