

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CURRICULUM SPECIALIST EARLY CHILDHOOD EDUCATION

EDUCATIONAL PROGRAM SERVICES

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of administrative tasks in coordinating the successful implementation of early childhood education programs in the County school system. Employee is responsible for interpreting changes to the North Carolina Curriculum, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Employee assists teachers with developing strategies and techniques for assessing and fulfilling the needs of young students. Employee also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction. Employee assists administrators with evaluating the effectiveness of early childhood education programs in the school system and develops strategies for improvement. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists pre-kindergarten with implementing appropriate teaching strategies for children based on educational theory; provides on-line technical assistance and support to classroom teachers and assistants.

Assists school staff with ways of assessing and fulfilling special needs of young children; provides instructional strategies and various tools to aid the instructional process; observes teachers and provides feedback.

Assists in establishing system-wide curricular objectives for early childhood education; develops plans for implementation and evaluation; initiates, designs and implements programs to meet system-wide goals; works with principals and teachers to ensure programs are implemented at each school.

Convenes periodic meetings of contact teachers; attends department and general staff meetings as required.

Assists with the overall evaluation of early childhood education programs in the system and develops strategies for improvement; coordinates and conducts mandatory in-service training and makes recommendations for professional development opportunities.

CURRICULUM SPECIALIST - EARLY CHILDHOOD EDUCATION

Ensures teachers and principals are familiar with any changes to the North Carolina Curriculum regarding early childhood education.

Assists the school system with the acquisition of appropriate textbooks, teacher guides and other instructional materials and equipment.

Collaborates with community groups to place qualifying students in the Head Start program.

Serves on the ILP and other teacher performance appraisal teams as requested by principals.

Keeps parents, administrators and community citizens informed about early childhood education programs in the school system.

Maintains a collection of current literature on topics and issues related to early childhood education; attends meetings, seminars, etc. offering professional growth experiences.

Plans and monitors budget; initiates long-range planning for early childhood programs; prepares and submits reports and other documentation as required.

Develops a comprehensive plan for Pre-K's in the district.

ADDITIONAL JOB FUNCTIONS

Assists Personnel Department and principals with screening and interviewing teacher candidates.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Early Childhood Education or Child Development and 5 to 7 years of experience teaching and planning curriculum; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must hold a current North Carolina Curriculum Specialist certification. Must be certified to teach grades K through 6 in the State of North Carolina. Must possess a valid North Carolina Driver's License.

CURRICULUM SPECIALIST - EARLY CHILDHOOD EDUCATION

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, overhead projectors, typewriters, copiers, facsimile machines, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, applications, invoices, test results, etc. Requires the ability to prepare correspondence, reports, presentations, position statements, charts, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

CURRICULUM SPECIALIST - EARLY CHILDHOOD EDUCATION

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the cognitive development of elementary school children.

Thorough knowledge of the North Carolina State Curriculum as it applies to early childhood education.

Considerable knowledge of the current literature, trends, and developments in the field of early childhood instruction.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the County and School Board policies, procedures and standards regarding primary education.

General knowledge of the organization and communication channels of the school system.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skill in counseling and developing staff.

Ability to review and evaluate testing results and to develop a plan of action based on conclusions.

Ability to select appropriate and effective instructional materials for young children.

Ability to develop innovative and effective instructional strategies.

CURRICULUM SPECIALIST - EARLY CHILDHOOD EDUCATION

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make effective oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.