



**TEACHER / PROGRAM SPECIALIST - CURRICULUM AND INSTRUCTION
VALLEY OAKS CHARTER SCHOOL**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Division Administrator and/or Site Administrator

ESSENTIAL FUNCTIONS:

1. Teacher / Program Specialist – Curriculum and Instruction may teach in appropriate area(s) per teaching credential.
2. Support administration in the implementation of instructional program.
3. Act as a resource in the area of curriculum, instruction and assessment.
4. Develop curriculum material and innovative programs to support homeschooling education and the KCSOS Charter.
5. Assist in the identification of staff and parent training needs and in the development and coordination of staff development workshops, materials and resources.
6. Coordinate, conduct and/or facilitate professional development workshops and conferences for staff and parents.
7. Provide leadership in the instructional aspects concerning improving student achievement.
8. Model excellent educational practices and theories, assist administration in developing and maintaining effective instructional programs, and build positive relationships with all stakeholders.
9. Participate in appropriate trainings to best serve as a curriculum trainer to staff and parents.
10. Participate in statewide, regional and local curriculum and instructional activities and meeting on behalf of the program.
11. Support administration with organizational tasks for curriculum/instructional planning (schedules, meetings, trainings, field trips, enrichment activities, special events...).
12. Provide support for ordering, preparing and organizing curriculum and instructional materials.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of the fundamental principles of quality professional development, effective teaching, and curriculum development.
2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills.

3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum and instruction.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Proven ability to provide leadership in the development and implementation of quality staff development.
2. Ability to provide leadership in the development and implementation of instructional practices.
3. Proven ability to work effectively with diverse groups and individuals.
4. Ability to effectively structure, organize and systematize tasks and activities.
5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Bachelor's degree or higher from an accredited college or university.
2. Professional Clear California Teaching Credential.
3. Meets NCLB compliance requirements.

B. Experience:

1. Successful teaching experience.
2. Successful experience in coordinating and conducting professional development activities.
3. Experience in curriculum development and implementation of reform documents, standards, frameworks, and student assessment.
4. Experience in developing and delivering effective instruction for English language learners and special education students.

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