

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED MAY 2026  
RANGE: 48.0  
CLASSIFIED  
CODE: NONE**

## **PROJECT SPECIALIST - CURRICULUM & INSTRUCTION**

### **DEFINITION**

Under general direction, the Project Specialist – Curriculum and Instruction shall be responsible for developing, coordinating, and implementing special projects supporting the programs, grants and initiatives within the Curriculum and Instruction division.

### **EXAMPLES OF DUTIES**

Promote community education aligned to Curriculum and Instruction programs and family engagement efforts;

coordinate and attend meetings;

develop, write, and edit meeting agendas, correspondence, and promotional material;

provide data, technical assistance, resources, professional learning opportunities, and other information to support curriculum and instruction;

answer questions and provide information and technical assistance to the general public, existing and potential program partners, and existing and potential participants;

collaborate with public/private agencies, businesses and the general public to meet local, regional and state curriculum and instruction needs;

support project management for Curriculum and Instruction initiatives, ensuring alignment across programs, clear timeline, effective coordination with partners, and successful implementation;

collaborate in the planning and implementing of events for educators, students, and community partners;

gather and maintain a variety of data and statistical information for needs assessment, planning, evaluation, and reporting purposes;

support the implementation and reporting of division awarded grants and projects;

provide ongoing budget monitoring and support for division programs;

support OER development and dissemination, support professional learning initiatives, manage resource publishing, and streamline systems and processes;

perform other related duties, as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Local community resources, government agencies, Kern County communities, and management of public relations related to curriculum and instruction throughout Kern County and beyond;

educational pathways;

grants and contracts;

evaluation and data collection;

principles and procedures of record keeping, research and report preparation, and business letter writing;

principles and procedures in the design and implementation of effective meetings and professional learning;

modern office procedures and methods including computer equipment and software applications;

budget monitoring and reporting systems and procedures;

event organization and planning;

principles of supervision and training;

English usage, spelling, grammar and punctuation.

*Ability to:*

Interpret and apply policies and procedures, rules and regulations applicable to assigned responsibilities;

research, compile, analyze, interpret and prepare a variety of statistical and administrative reports and proposals;

work collaboratively with other departments, businesses, community-based and public agencies;

lead and/or facilitate department or meetings with partners or participants;

communicate clearly, concisely, both orally and in writing;

demonstrate strong organizational skills;

establish and maintain cooperative working relationships;

ability to multitask, problem solve and make sound decisions.

*Experience:*

Three (3) years of increasingly responsible work experience in a clerical and/or bookkeeping position in a school district or county office of education required.

Experience with and knowledge of event planning, grant oversight, and available educational pathways preferred.

*Education:*

Bachelor's degree from an accredited four-year college or university required.

*Conditions of employment:*

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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.

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.

This position has a probationary period of six months or 130 days, whichever is longer.

CP:rn

5/5/2026

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