



Irvine Unified School District

CURRICULUM RESOURCE SPECIALIST

DEFINITION

Under District office supervision, provides leadership in the ongoing development and improvement of the curriculum and instructional program of the district; serving elementary schools as assigned. This position is normally a 1-year assignment for an individual.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides leadership to insure understanding of and promote the educational objectives of the school, plans and administers inservice programs for the staff in a specialized subject area.
- Works with the principal and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program.
- Assists in the development, implementation and evaluation of the curriculum and the instructional program, including SIP plan and projects for additional funding.
- Keeps abreast of developments in curriculum and instruction, and furnishes leadership in determining the appropriateness for inclusion in the District's educational program.
- Interprets the curriculum and instructional program to the Board of Education, the administration, the staff and the general public.
- Assists in the development of educational specifications for remodeling projects or constructing new ones.
- Engages as assigned in research related to curriculum development, as specified.
- Assumes class instruction responsibilities on a regular basis on assigned dates as specified by the responsible coordinator at the district administrative office.

QUALIFICATIONS GUIDE

Credential: Possesses elementary and /or Secondary teaching credentials, and teaching experience.

Experience: Has demonstrated experience in curriculum development at the school and/or district level.

Personal Qualities:

Appearance, grooming, and personality which establish a desirable example for pupils. Ability to meet district standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher.

PHYSICAL DEMANDS:

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

[Return to top](#)

This page was last modified 03/22/2005