



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Curriculum Specialist, Literacy
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8840
<b>Reports to:</b>	Executive Director of Curriculum and Instruction
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Provide leadership, coordination and administrative support in the ongoing development, implementation and administration of all phases of the district's curriculum cycle.

**Essential Functions:**

- Reports regularly to the Executive Director of Curriculum and Instruction and provides him/her with oral reports and/or written summaries regarding the status of curriculum and instruction within the district
- Chairs and assists the Executive Director of Curriculum and Instruction in a systemic review and comprehensive assessment of curriculum and instructional programs
- Works with the individual Curriculum Teams to assist them in the development, implementation, evaluation and revision of PK – 12 curriculum
- Coordinates and oversees the selection of textbooks
- Maintains a district-wide list of all textbooks which includes dates of purchase
- Coordinates compliance with federal, state, and local standards and legislated mandates
- Assists the Administration in the development of budgets for curriculum development and evaluation, textbook purchases, and staff training
- Ensures that the curriculum component of the all-instructional programs are fully operational and being actively used by all staff (PK-12 grades)
- Conducts curriculum meetings for area as required
- Coordinates the development of curriculum objectives for the area: monitors the implementation and evaluation of these objectives
- Coordinates the process for selection of textbooks, equipment, and instructional supplies for the curriculum area
- Acts as a resource person to district teachers on issues in the curriculum area
- Meets and coordinates with other curriculum area coordinators to promote inter-disciplinary programs
- Attends curriculum and other professional conferences
- Provides support and guidance to teachers in handling of day-to-day problems of instruction and implementation of curriculum
- Promotes innovation within the curriculum area
- Works with curriculum committees to ensure successful completion of all phases of the curriculum cycle
- Works with curriculum committees in organizing and coordinating appropriate meetings in order to ensure continuity and articulation of the curriculum throughout the district
- Works individually and collectively with staff to ensure that they are properly trained and know how to use various instructional programs



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- Provides oversight of special projects as they relate to curricula and instruction

**Knowledge, Skills, and Abilities:**

- Good computer skills are a must
- Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

**Experience:**

- Five years of teaching experience with program coordination experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities

**Education:**

- Master's Degree preferred in the content area with extensive course work in education

**Physical Requirements:**

- Ability to occasionally reach below knees, waist to knee, waist to chest, chest to shoulder and above shoulder
- Ability to occasionally pull, lift, carry, and push 15 pounds
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus
- The demands of an extended workday (coverage of building activities and extra-curricular activities, etc.), require a high level of physical endurance

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date



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\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***