

Curriculum Instructional Specialist

Central Office Administrator Job Description

Please note: This job description has not been adopted by the State Board of Education. It is a general description created using guidelines established by the American Association of School Personnel Administrators and approved teacher education program guidelines. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the [school system](#) in which you are interested for a finalized job description.

Position: Curriculum Instructional Specialist

Role: The curriculum-instructional specialist is defined as one whose primary concern is the improvement of learning opportunities through the provision of instructional leadership. The supervisor, as the instructional or program specialist, has the role of decision-maker, consultant, and specialist in advising administrators, teachers, and other professional personnel. Responsibilities include curriculum development, instruction, and staff development. The curriculum-instructional specialist serves as a member of a management team charged with the responsibility for planning, implementing, and evaluating an educational program relevant to the needs of the student population in a school and/or school system. (Information obtained from program competencies outlined for Institutions of Higher Education program evaluations.)

Job Description:

(Reprinted (in part) with permission from the American Association of School Personnel Administrators, copyright 1993. Please note that the job title listed by AASPA is not the same specific title used in North Carolina. However, the job description is applicable to the position of Curriculum Instructional Specialist.)

Definition

Plans for and supervises curriculum development and implementation, and the provision of centralized instructional services; supervises and directs the work of subject coordinators, specialists, and resource teachers. Provides advice and counsel for teachers and principals on matters pertaining to instruction. Plans and implements staff development programs for school staffs.

Typical Tasks (illustrative only)

- Directs the planning, development, field-testing, and evaluation of curriculum;
- Manages the textbook adoption process;
- Directs the publication and provision of division-wide instructional-related staff development, including in-service training designed to support implementation of newly developed curricula;
- Contributes to the proposal and implementation of college courses to support curriculum development or program implementation;
- Supervises preparation of curricular content for instructional materials catalog;
- Supervises development of instructional guidelines, policies, regulations, and official notices;
- Interprets statutes and regulations for staff and community;
- Manages the preparation of office budget requests and monitors expenditures.

Required Knowledge, Skills, and Abilities

Broad knowledge of the principles and practices of school administration and of current educational trends in curriculum and instruction; comprehensive knowledge of the methods, materials, procedures, and practices of the specialties assigned to the office; ability to establish and maintain effective working relationships with staff and citizens; ability to manage fiscal, physical, and human resources to successfully carry out the function and programs of the office; ability to communicate effectively, both orally and in writing.