



Job Description
CURRICULUM SPECIALIST

I. General Information:

Title: Curriculum specialist
Reports to: CLC Program Director
Supervises: Contractors specific to curriculum, interns, work-study students
Site: Program office and SA Youth community learning centers
Hours: Monday-Friday. 8:00 am -5:00 pm
Status: Full-time, exempt.
Pay: Bi-weekly
Benefits: Refer to Personnel Policy Manual.

II. Qualifications:

- a. Reliable transportation, valid driver's license, clear driving record, and ability to drive 15-passenger van.
- b. Must be at least 21.
- c. Bachelor's degree required.
- d. At least 2 years experience working with nonprofit or children/youth.
- e. Must work extremely well with people of all backgrounds—especially staff and youth.
- f. Excellent writing and oral skills.
- g. Computer proficient and able to type at least 45 wpm.
- h. Excellent communication skills, both written and oral; ability to work under and meet deadlines; good time management skills.
- i. Must maintain driver's license w/no major driving offenses and required certifications.

Summary job description: *the Curriculum Specialist manages curriculum for all CLC sites.*

III. Responsibilities

- a. Researches and creates universal curriculum for all sites in specific areas of recreation, art, music and technology to focus on content areas of science, math and language arts.
- b. Responsible for ordering Lesson Plan supplies.
- c. Coordinates with School Curriculum Specialist to design education curriculum and lesson plans.
- d. Maintains working relationship with the School Curriculum Specialist at all SA Youth partner schools.
- e. Prepares and distributes weekly plans to each site including monthly training specific to curriculum to be implemented.
- f. Conducts regular site visits to ensure curriculum is being implemented as designed and to assist in correct implementation as needed.
- g. Assesses student learning each semester using proven methods to include evaluation and surveys.
- h. Compiles CLC calendar by gathering center specific information from Coordinators.
- i. Be member of the Staff Development Committee ensuring quality program delivery based training is offered to all staff, volunteers.
- j. Serve as interim Coordinator during Coordinator sick days or vacation days.
- k. Must attend required conferences and training sessions and facilitate training to staff. All staff are required to attend monthly staff development days and other trainings.

- l. Must make reasonable accommodations to meet with assigned Technical Assistance Coordinator as requested either through scheduled/unscheduled visits, participate in scheduled conference calls, etc.
- m. Reports to the CLC Program Director.
- n. Responsible for requesting supplies as needed and following the Purchase Order procedure when purchasing program supplies and equipment. Ensures all program activities stay within specified budget.
- o. Works with the community to bring in outside resources, speakers, presentations and other opportunities at the site level.
- p. Other duties as assigned.

IV. Additional Requirements:

In addition to the stated responsibilities above, the Curriculum Specialist is expected to:

- _____ a. Clearly and courteously communicate with all staff, especially his or her supervisor;
- _____ b. Cooperate with other staff and volunteers;
- _____ c. be professional, responsible, prompt, and client-driven;
- _____ d. Maintain a positive attitude and be a positive role model;
- _____ e. Be familiar with and follow all agency policies and procedures;
- _____ f. Dress appropriately (no shorts, no sleeveless or low-cut blouses, no sweats, no flip-flops); SA YOUTH shirts are required when at sites.
- _____ g. Treat staff, volunteers, and clients with respect;
- _____ h. Implement lesson plans and submit reflections weekly;
- _____ i. Assist in preparation, food handling, and cleaning up before, during, and after daily meal service;
- _____ j. Be aware and prepared of monthly calendar events and daily scheduled activities;
- _____ k. Participate in transportation of students by driving or monitoring as necessary;
- _____ l. Clock in and out each time he or she leaves or returns to the Center (on personal business);
- _____ m. Work within the mission to meet all stated goals and objectives of the agency's programs;
- _____ n. Agree that his or her employment with the SA Youth may be ended at any time, with or without cause, with or without notice; AND
- _____ o. Occasionally work over-time to meet expectations and deadlines

V. Language Skills

Ability to respond effectively to the most sensitive inquires or complaints.

VI. Mathematical Skills

Ability to perform basic mathematical equations.

VII. Reasoning Ability

Ability to apply principles of logical thinking of a wide range of practical problems.
Ability to deal with a variety of abstract or concrete variables

VIII. Americans with Disabilities Specifications

Physical Demands: The physical demands 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 individuals with disabilities to perform the essential functions. While performing the duties of this job, 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; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to drive and transport clients.

IX. Work Environment

Work environment characteristics 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 not normally exposed to weather conditions. The noise level in the work environment is usually low to moderate.

X. Bonus Plan

SA Youth does not offer performance pay increases. Instead, bonus plans are used to increase wages based on performance.

Bonuses are offered only after an evaluation review has been processed and signed.

100% of “A’s” = no bonus (employee performance met minimum job requirements)

All “A’s” and at least 50% “E’s” of Essential Job Requirements as listed above = 3% of quarterly wages

All “A’s” and greater than 50% “E’s” in both Essential Job Requirements and Additional Job Requirements = 5% of quarterly wages

Employees who fail to meet minimum expectations are subject to termination.

XI. Signatures

I have read and understand this explanation and job description. I am expected to adhere to all agency policies and to act as a role model in the adherence to agency policies. I agree to these responsibilities, pay, title, and expectations and understand that not meeting these expectations and that not following these expectations will result in disciplinary actions, up to and including termination of my employment with the SA Youth.

Employee Signature

Date

Supervisor Signature

Date