



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

Curriculum Specialist

DEFINITION

Under the general supervision of the site administrator or designee to provide specialized assistance in the chosen area; to serve as a resource to teachers; to serve as a source of assistance to pupils; to assist in the conduct of intensive learning experiences for pupils; and to do other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists instructional personnel and site administrators in the identification of pupil needs in their specialized area;
- Assists in the development of goals and objectives relative to their specialized area;
- Assists in the management and shaping of appropriate pupil behavior;
- Provides input to staff concerning pupils regarding their specialized area;
- Assists in the planning, development, implementation and maintenance of related skills;
- Maintains a variety of records relating to their specialized area;
- May develop resource materials to be utilized in their specialized field;
- Provides reinforcement, enrichment and extension activities;

EDUCATION AND EXPERIENCE

Associate of Arts Degree or two years of college (48 units). Bachelor of Arts preferred.

QUALIFICATIONS

Ability to:

- 1) Assist with the instructional and related activities of the assigned learning environment
- 2) Learn the legal requirements, guidelines, policies, goals, objectives, procedures, functions and limitations of assigned program
- 3) Perform clerical duties such as filing, duplication and maintaining simple records
- 4) Work confidentially with discretion
- 5) Establish and maintain effective and cooperative working relationships with others
- 6) Maintain records and prepare reports
- 7) Operate a variety of office, audio-visual, educational and physical training equipment such as copiers, laminator, tape recorder, computer and typewriter as necessary
- 8) Print and write legibly
- 9) Conform to and use the prescribed methods, techniques and materials assigned
- 10) Supervise and discipline students according to approved policies and procedures
- 11) Provide a positive and encouraging learning climate for students

Knowledge of:

- 1) Basic child guidance principles and practices
- 2) Basic subjects taught in District schools, including math, language arts, physical education and technology
- 3) Performance levels and reading abilities of students
- 4) Safe practices in classroom and playground activities
- 5) Interpersonal skills using tact, patience and courtesy

- 6) Instructional techniques, methods and materials
- 7) Record keeping techniques
- 8) Health and safety regulations

PHYSICAL DEMANDS ASSOCIATED TASKS

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 enable individuals with disabilities to perform the essential functions.

Vision: (which may be corrected)

Ability to see clearly at 20 inches or less
See clearly up to 30 feet

To perform tasks such as to:

To assist students with class work;
Monitor students in the classroom or on school grounds; identify and distinguish colors; and adjust the eye to bring an object into sharp focus

Hearing: (which may be corrected)

Hear sounds, which warn of potential danger

To perform tasks such as to:

Supervise students and respond to emergencies; hear breaking glass or falling furniture; hear students cry or scream
Respond to student questions; listen to reading groups

Hear speech in classroom setting

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact
Speak with a level of proficiency and volume to be understood in a classroom
Speak for prolonged periods

To perform tasks such as to:

Communicate with teachers and students

Reinforce instructions and talk to groups of students
Instruct and supervise students

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects

To perform tasks such as to:

Operate AV equipment, instruct students, and provide physical assistance to students (put on back pack, tie shoes, put on jacket, etc.), and write with chalk, pencil, and pen; score tests; use computer; record information
Supervise students and respond to emergencies

Turn, raise, and lower head, twist and bend at torso

Lower Body Mobility:

Walk on uneven terrain
Walk on even surfaces
Climb stairs
Bend at waist
Stoop
Stand for prolonged periods of 50 minutes

To perform tasks such as to:

Supervise students on playground
Supervise students in the classroom setting
Follow disaster plan
Operate office/AV equipment
Assist students tying shoes; clean classroom
Circulate throughout classroom

Strength:

To lift, push, pull, and/or carry objects, which weigh as much as 25 pounds on an occasional basis

To perform tasks such as to:

Transport and operate AV equipment; lift box of materials

Environmental Requirements:

Constant work interruptions

Work around dirt/dust

Work independently

Work cooperatively with others

Work inside

Mental Requirement:

Read, write, understand, interpret, and apply
reinforce information at 12th grade proficiency level

Math skills at a 12th grade proficiency level

Copying

Coordinating

Judgment and processing information quickly

Learn quickly and follow verbal procedures

Listen

Demonstrate

Give verbal instruction

To perform tasks such as to:

Instruct and supervise students; respond to
student questions

Supervise students outdoors

Instruct groups of students in absence of
teacher; supervise students during recess

Coordinate activities with teachers and staff

Perform all classroom duties

To perform tasks such as to:

Read and understand curriculum; instruction
in all subject areas

Reinforce instruction; correct and grade papers

Document information and maintain student
records

Set up projects, field trips

Make quick decisions to work safely and
effectively with students

Reinforce teacher instruction; assist teacher by
following spontaneous instructions; follow
instructions in emergency; follow child abuse
reporting procedures

Understand student questions

Reinforce teacher lessons

Instruct and supervise students

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