

## CURRICULUM SPECIALIST, NCTIP

### Definitions:

Serve as regional Curriculum Specialist for the North Coast School of Education (NCSOE) in charge of the development of training materials and processes for monthly North Coast Teacher Induction Program (NCTIP) seminars; for the training of Support Providers within various NCTIP programs; for related trainings of beginning teachers; for training of District level administrators in evaluation processes and in understanding the NCTIP purpose and goals; and the development of any other related materials and trainings that support the NCTIP regional purpose and goals. The Curriculum Specialist creates, organizes and disseminates materials in a timely manner for use across the region; assists in directing program staff in the production of program materials; plan, coordinate and provide professional development leadership for the North Coast Teacher Induction Program within the six-county regional consortium; travel regionally as needed to support continuity and equity of services across the program; participate as needed by the Director at state-level Cluster meetings and other NCTIP related planning meetings.

### Distinguishing Characteristics:

- The regional Curriculum Specialist is responsible for the overall development of materials and trainings for the North Coast Teacher Induction Program as specified by the Regional Director.
- The regional Curriculum Specialist is responsible for ongoing program design and implementation to meet the requirements outlined in the Standards of Quality and Effectiveness for Professional Teacher Induction Programs.
- The regional Curriculum Specialist insures that materials and trainings are offered across the region in an equitable and timely manner.
- As designated by the Regional Director, the regional Curriculum Specialist gathers input from County Coordinators, trainers and participants that enable him/her to make timely decisions and recommendations about program content and direction.
- The regional Curriculum Specialist is in a constant process of evaluating program content, presentation and format to best meet the requirements specified within the Standards of Quality and Effectiveness for Professional Teacher Induction Programs and, therefore, support beginning teachers through the NCTIP process.

### Supervision Received and Exercised:

The Regional Director of the North Coast School of Education provides general direction and supervision.

### Example of Duties and Responsibilities

Duties and Responsibilities may include, but are not limited to, the following:

- Meet all program requirements and align all program materials with the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs* as described in state guidelines developed by the California Commission on Teacher Credentialing.
- Insure consistent availability, distribution and presentation of materials across the regional consortium for the NCTIP.
- Supply to the Regional Director, as requested, all reports and other information regarding professional development activities on all matters related to program requirements and activities.
- Develop materials and training opportunities for participating teachers, administrators,
- program trainers and other related organizations within the North Coast Teacher Induction Program, serving primarily Sonoma, Lake, Mendocino, Humboldt, Del Norte and Nevada Counties.
- Meet with and maintain communication across the regional consortium with County Coordinators and, as needed, other persons and groups affiliated with the North Coast Teacher Induction Program.

- As designated by the Regional Director, prepare documentation for and participate in local program evaluation, data analysis, peer and formal reviews as required by the program standards and guidelines.
- Participate on the regional Leadership Team, the Regional Advisory Board and any other regional advisory groups, as assigned by the Regional Director.
- Gather annual program feedback and evaluation information through County-level Support Provider and/or Teacher Induction Focus Group discussions and survey data across the region.
- Develop ongoing training for all NCTIP facilitators and meet at least twice yearly for full-day, regional training sessions.
- Develop and maintain the NCSOE Induction formative assessment materials and processes that enable each participant to acquire the skills, abilities and knowledge as outlined in the *California Standards for the Teaching Profession*, state-adopted frameworks and the state adopted *Common Core Academic Standards*, which lead to the successfully completion of the North Coast Teacher Induction Program and all requirements necessary to receive a *California Professional Teaching Credential*.
- Support the Regional Director in designing and conducting program evaluations and in presenting reports to the Advisory Board, County Superintendents, District Superintendents, and University Dean of Education along with recommendations for program modification.
- Support the Regional Director in designing and putting in place a communication plan that both disseminates information and provides for feedback from all participants regarding the NCTIP.
- Facilitate communication among county offices, districts, schools, teacher associations, and universities to plan and align various professional development activities to build capacity for supporting beginning teachers.
- Maintain accurate records and complete required reports as designated by the Regional Director.
- Attend required statewide Director's meetings and various state sponsored Regional Cluster and Network meetings, as assigned by the Regional Director.

**Employment Standards:**

Knowledge of:

- The California Standards for the Teaching Profession, the Standards of Quality and Effectiveness for Professional Teacher Induction Programs, California's Learning to Teach credential system and the formative assessment system as a process for ongoing professional growth.
- Exemplary teacher/educator experienced in staff development and mentoring new teachers.
- Innovative, creative approach to developing and facilitating ongoing professional development.
- Excellent communication and presentation skills.
- Desire to work closely with teachers to implement the NCTIP goals.
- Thorough understanding of exemplary and effective teaching strategies.

Ability to:

- Work well with others, including teachers, principals, superintendents, university and county office staff, while maintaining flexibility and upholding collaborative efforts of the regional program.
- Travel extensively for the purpose of trainings, meetings and program requirements.
- Be self-motivated, organized and able to meet deadlines.
- Accept and fulfill assigned responsibilities and duties in a timely and efficient manner.
- Promote a positive professional image by action, communication, and appearance.

- Maintain confidentiality in all professional relationships.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.

**Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Master's Degree from an accredited college or university

Experience:

- Experience within various roles and at various levels of North Coast Teacher Induction support and assessment within the state of California or equivalent.

Credentials:

- A valid California Teaching Credential and California Administrative Services Credential.

**Work Environment:**

The following conditions may be present:

- Walking on uneven ground when outdoors
- Exposure to student illnesses, injuries, infections, and bodily fluids
- May be exposed to chemicals contained in cleaning products
- May be required to maneuver into awkward positions

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.