

**Curriculum Specialist
(Non-Athletic Stipend)**

Branchburg Township School District

Branchburg, New Jersey

- I. Title:** Curriculum Specialist
- II. Qualifications:**
- NJ Teaching Certification
 - Instructional Coach preferred
 - Firm understanding of and experience with the district curriculum
 - Experience with technology integration
 - Familiarity with grade level content area Standards
 - Strong organizational skills
 - Strong collaborative skills
 - Confidence with leading Professional Development and facilitating meetings
 - Proficient with completing data analysis activities
- III. Reports To:** Director of Curriculum
- IV. Job Goal:** Provide leadership in the assigned areas of curriculum and instruction.
- V. Performance Responsibilities:**
- Attending, when requested, Board of Education meetings to report on curriculum or professional development topics.
 - Assisting in the organization and execution of the New Teacher Induction Program, including the development of a non-tenured mentoring program
 - Soliciting instructors and maintaining the catalog for the District Teacher Academies including MLP approvals, attendance, course registrations, etc.
 - Maintaining a database for District online subscriptions, including usage reports and data management
 - Providing training for NWEA-MAP assessments
 - Providing training for in-district formative and/or placement assessments
 - Assisting in the training of staff for the administration of the NJSLA assessments
 - Assisting in the administration and scheduling of standardized tests
 - Providing oversight and support for District Professional Development days and/or sessions Department Meetings/Faculty Meetings
 - Data collection and organization for math placements
 - Support all aspects of curriculum development and review
 - Additional tasks, as deemed appropriate by the Superintendent or Director of Curriculum

VI. Terms of Employment:

- Appointment annually by recommendation of principal.

VII. Stipend:

- Stipend amounts are dependent upon the terms of the agreement between the Board of Education of the Township of Branchburg and Branchburg Township Education Association

Board of Education Approved: August 17, 2017

Revised: March 28, 2019

Revised: November 5, 2020