



**HACKENSACK PUBLIC SCHOOLS**  
191 Second Street, Hackensack, NJ 07601

**JOB DESCRIPTION**

<b>TITLE:</b>	Curriculum and PD Specialist	
<b>REPORTS TO:</b>	Curriculum Director	
<b>DATE APPROVED:</b>	Revised/Readopted: June 2021	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

The Curriculum and PD Specialist shall provide support to the Curriculum Director while performing a variety of supplementary services, which include assisting in the coordination of initiatives. The Curriculum and PD Specialist will support the district's preschool program to promote quality and best practices.

**QUALIFICATIONS:**

1. Have a Bachelor's Degree.
2. Have knowledge of ESSA guidelines and mandates.
3. Have experience in document processing.
4. Hold a valid driver's license with no serious violations.
5. Have the ability to handle multiple tasks successfully.
6. Be a self-starter, show initiative, and be able to work independently.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing using proper grammar and vocabulary.
9. Possess integrity and demonstrate good moral character.
10. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
11. Demonstrate aptitude and competence for assigned responsibilities.
12. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Twelve (12) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Performs the work related to collecting, maintaining, and reporting district programs or other requested information.
2. Attends NJDOE training as needed.
3. Supports the preschool team (Assistant Principal for ECDC, Master Teachers, PIRT Specialist, and CPIS) in professional development, curriculum implementation, program management, parent support, registration, and the Early Childhood Advisory Council.
4. Supports the Parent Outreach Office implementing their programs.
5. Supports the Visual and Performing Arts Department through the coordination of professional development and school/district events as necessary. Maintains documentation for department meetings, checking in with staff regularly.

6. Assists with the implementation of Gifted and Talented programs, testing, appeal process, professional development, and NJDOE required reports or documentation.
7. Manages timesheet tracking for all Curriculum/Grant related programs.
8. Manage the New Teacher Orientation and Mentoring program and requirements in conjunction with the Assistant Superintendent.
9. Manages and completes Grow NJ Kids requirements.
10. Assists the Curriculum Director in managing contracts, funds, and required paperwork for non-public schools.
11. Assist with organizing professional development and professional development resources.
12. Creates forms, compiles and organizes data and information related to initiatives for the efficient operations of the office and to support the completion of required state and district data collection tasks.
13. Develops spreadsheets as required.
14. Works cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
15. Supports the training for preschool or K-3 teachers in various initiatives (including, but not limited to; Brigance Testing, CoGat administration procedures).
16. Participates in appropriate in-service workshop programs and attends any required meetings.
17. Assists with preparing the Board of Education Curriculum agendas in preparation for monthly meetings.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.

