



## **Job Description Curriculum Specialist for Next Level Enrichment Program**

**Position Overview:** The **Curriculum Specialist** coordinates the overall instructional planning, designing, and development of course content and assessments for the Summer Enrichment Program. The Curriculum Specialist develops & coordinates the implementation of curriculum for the Next Level Program. This Curriculum developed should meet **CMS and NC State Standards**.

### **Education and Qualifications:**

The **Curriculum Specialist** is required to have a **BS Degree in Early Childhood, Elementary** or other degrees that will allow the person to carry out the program expectations relating to academic development.

### **Qualifications/Job Requirements:**

- Bachelor's Degree; or Higher Education in Curriculum
- Three years in curriculum design, program design or equivalent combination of relevant experience qualifying candidate for position
- Knowledge of Curriculum and Instruction and NC State and CMS standards
- Program evaluation experience in the non-profit and educational service

### **Responsibilities (include but are not limited to)**

- Coordinate planning, designing, and development of course content and assessments
- Develop content and assessment that meets state and local school district standards
- Collaborate with **Site Director** to ensure that teachers are knowledgeable and able to implement developed curriculum work for students
- Research and Identify new and innovative curriculum practices along with externally produced content and resources for students
- Meets with **Site Director, Teaching staff, and Next Level Advisory Team** to present developed curriculum prior to the beginning of the program
- Help staff set student performance goals and targets
- Meets with Feeder School team to discuss school learning objectives
- Helps coordinate after school learning with Next Level Day Program

### **Work Schedule:**

Full-Time.

**Evaluation:** Performance of this position is evaluated **Midway of the Program** and at the end the program by the **Program Evaluator** for the Next Level Enrichment Program.

**All employees are required to submit to a criminal record check.**

**Statement of Assurance of Compliance with Federal Laws**

*It is the policy of the Next Level Enrichment Program not to discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.*

**Equal Opportunity Employer**

This job description is not meant to be an all-inclusive list of duties and responsibilities, but constitutes a **general definition of the position's scope and function in the company.**