



QUALIFICATIONS FOR CURRICULUM SPECIALIST, ADULT EDUCATION

TRAINING

- Required:
- Any credential(s) authorizing service as an Adult Education teacher
- Preferred:
- A life, clear or professional clear credential as opposed to a preliminary or emergency credential or a waiver
 - Training beyond credential requirement in Adult Education methods and materials

EXPERIENCE

- Required:
- Three years of experience in Adult Education
- Preferred:
- Experience in coordinating Adult Education curriculum development and implementation
 - Teaching experiences, including adult and non-adult secondary students in both traditional and non-traditional settings, including responsibility for a wide range of core subjects

OTHER QUALIFICATIONS

- Knowledge of:
- Instructional programs at the Adult Education level (Grades 1-12)
 - Adult Education instruction techniques, methods and materials
 - Techniques of curriculum design, planning, implementation and evaluation
 - Adult Education regulations and laws
 - Career planning
 - Continuing education
- Ability to:
- Communicate effectively, both orally and in writing
 - Establish and maintain cooperative and effective working relationships
 - Exercise and maintain cooperative and effective working relationships
 - Evaluate program effectiveness
 - Plan, organize and coordinate a variety of projects simultaneously

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
CURRICULUM SPECIALIST, ADULT EDUCATION

Primary Function

The Curriculum Specialist, Adult Education is responsible for Adult Education curriculum development, implementation and evaluation.

Duties and Responsibilities

The Specialist:

1. Assists in the development of Adult Education instructional goals, objectives, assessment instruments and instructional techniques;
2. Assists with and/or directs specific Adult Education curriculum projects as assigned;
3. Assists with the preparation of Adult Education Course of Study submissions for Board of Education and State Department of Education approval;
4. Assists with Adult Education staff development activities;
5. Assists Adult School Principals with the development of curriculum and adherence to state regulations governing programs for adults;
6. Meets and confers with community advisory committees to review District Adult Education stated philosophy, goals and objectives;
7. Meets and confers with faculty members, either individually or in groups, for the purpose of sharing ideas and articulating course goals, objectives, and teaching techniques;
8. Reviews annually all Adult Education Course of Study outlines with individual faculty members responsible for their implementation;
9. Revises course outlines according to review and analysis with the faculty;
10. Assists the supervisor in carrying out other duties and responsibilities as directed;
11. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
12. Participates cooperatively with the evaluator to implement the procedures by