

Curriculum Specialist Job Description

What is a Curriculum Specialist?

Curriculum Specialists are part-time paid employees who, driven by their dedication to the Catholic Church's teachings on love, human sexuality, and the dignity of human life, are trained to teach middle school students on these topics according to the "See I Make All Things New" Chastity Curriculum, which has been mandated for all Catholic schools and parish-based religious education programs.

Responsibilities:

Curriculum Specialists are responsible for:

1. Participating in at least one training session held by the Respect Life Education Office to prepare to teach the *See I Make All Things New* Chastity Curriculum.
2. Meeting with the principal or DRE to explain the curriculum in content and procedure. They are also responsible for helping the principals and DREs to schedule the curriculum in a way that is convenient for both the school/ parish and the Curriculum Specialist.
3. Presenting the outline of the curriculum to the parents of the students and communicate to them the urgency and hopefulness of our message during a 1 – 1 ½ hour parent information meeting.
4. Teaching the curriculum to the students in a clear, understandable, and appealing way. For schools, the time commitment is ten hours over the course of either five or ten days (depending on the needs of the school). For parishes, the time commitment is four hours, which can be done over the course of two or three days or in the format of a one day retreat.
5. Maintaining the equipment loaned to them by the Respect Life Education Office for the purpose of presenting the curriculum (laptops, projectors, DVDs, etc.)
6. Completing and returning all evaluations (teacher, parent, and student) and other feedback from the sites.
7. Communicating with the Curriculum Coordinator on all matters, particularly but not limited to the updating of the Master Schedule and the resolving of any issues that may arise throughout the year.
8. Attending Curriculum Specialist meetings throughout the year to continue improving the program and growing as a team.
9. Cooperating with his/her assigned partner to present the teachings of the Catholic Church as promulgated by the Magisterium.
10. Continuing education in the areas of life, love, and sexuality from the Catholic perspective.

Requirements:

- ❑ Ability to team-teach as well as work with principals, teachers, parents and especially middle school students
- ❑ Experience in presenting and or teaching
- ❑ Ability to communicate effectively with young people

- ❑ Proven leadership skills, ability to work effectively with school and office staff, parents and students
- ❑ Ability to clearly articulate Church teaching regarding human sexuality
- ❑ Fidelity to the teachings of the Magisterium of the Catholic Church

It's important to note that teachers of religion must be in good standing with the Church. For example, they must be married according to the laws of the Roman Catholic Church. They are expected to live a lifestyle consistent with the teachings of the Church and to be faithful participants in parish life.

There is no guarantee of the number of hours you will have the opportunity to work as a Curriculum Specialist. Additionally, the time requirements may vary significantly from season to season. It is not necessary that every Curriculum Specialist be responsible for both schools and parishes, he or she may choose to do one or the other or both.

If you are interested in becoming a Curriculum Specialist or want more information, please contact:

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