

ROBERT SMITH

Curriculum Director

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SUMMARY

As a Curriculum Director, Assisting with the coordination and implementation of the curriculum, and also Assisting in the planning of curriculum program that, as much as possible, meets the individual needs, interests, and abilities of the students.

SKILLS

Management, Communications.

WORK EXPERIENCE

Curriculum Director

ABC Corporation - August 2003 – July 2006

- Designed and managed elementary, high school, and adult education curriculums.
- Managed 38 instructors and staff.
- Formatted course goals and objectives to be in compliance with CA education standards.
- Researched, ordered, tracked, and evaluated appropriate classroom resources and media.
- Delivered and analyzed results of state educational assessments.
- Created a results-driven curriculum for the ELD student body (100% immigrant).
- Designed and delivered professional development workshops for instructors and administrative staff.

Curriculum Director

Delta Corporation - 2001 – 2003

- Review, plan, and order curriculum for Sunday School classes birth through 6th-grade Scheduled teachers and assistants Trained teachers on Child Abuse.
- Served as Curriculum Director.
- Planned and implemented after school activities for children when out of school.
- Organized snack menu, supported record keeping, and supervised select staff.
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SCHOLASTICS

- GED