

## Understanding the Roles of Curriculum Specialists within Educational Institutions

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### **ABSTRACT:**

In educational institutions of all levels, the formulation of curriculum is an indispensable job. As a consequence of carrying out this job in a well-ordered manner, the goal of promoting student learning will be achieved. The curriculum specialists have important roles to play in the formulation of curriculum. They need to work towards formulation of courses and programs. As a consequence, the educators are rendering an important contribution in imparting information among students in terms of various types of academic subjects and lesson plans. Furthermore, there will be possession of adequate information in terms of various types of pioneering methodologies and procedures. The curriculum specialists need to possess adequate information in terms of their job duties and responsibilities. The curriculum needs to be formulated in accordance to the grade levels of students, academic needs and requirements of students, educational goals and overall system of education. In addition, it needs to be ensured that educators and students are able to carry out their job duties and responsibilities in a well-ordered manner. Furthermore, one will be able to contribute efficiently in achievement of educational goals and leading to up-gradation of overall system of education. Therefore, it is well-understood, in educational institutions of all levels, curriculum specialists have important roles to play. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of curriculum specialists, measures to be put into practice in enhancing the job duties of curriculum specialists and advantages of promoting enhancement of job duties of curriculum specialists.

**Keywords:** *Abilities, Competencies, Curriculum Specialists, Education, Educational Institutions, Enhancement, Job Duties, Skills*

### **INTRODUCTION:**

In educational institutions of all levels, the curriculum specialists have important roles to play. They are vested with the authority and responsibility of formulating the curriculum for students, belonging to all grade levels. The curriculum is referred to syllabus, course, prospectus and programme. The curriculum specialists are required to take into account various factors in formulating curriculum. The different types of factors are, grade levels of students, academic needs and requirements of students, learning abilities of students, educational goals and overall system of education. All these factors are to be taken into account in a well-organized and disciplined manner (Niell, 2015). When the curriculum specialists are carrying out their job duties and responsibilities, they aim that these are facilitating to students and leading to up-gradation of overall system of education. The job duties and responsibilities of curriculum specialists require the up-gradation of analytical and critical-thinking skills. As a consequence of leading to up-gradation of these skills, curriculum specialists will contribute efficiently in generating desired outcomes.

Therefore, it is well-understood, augmenting competencies and abilities is facilitating in generating desired outcomes.

The curriculum specialists are required to make wise and productive decisions in terms of various aspects. The different aspects are, lesson plans, concepts, syllabus, course, prospectus and programme. The curriculum specialists are required to conduct an analysis of different types of alternatives and methodologies that are available. After the analysis is conducted, selection is made of the most feasible and worthwhile alternative or option. On the other hand, critical-thinking skills are facilitating in putting into operation rational, logical and methodological thinking. As a consequence, these individuals will render an important contribution in carrying out their job duties and responsibilities in a well-organized and disciplined manner (Pushkar, 2015). The decisions made need to be transformable. In other words, one is able to make changes. One of the important aspects that needs to be taken into account is, decisions need to be facilitating in promoting student learning and leading to up-gradation of overall system of education.

Therefore, making wise and productive decisions is facilitating in carrying out different types of tasks and activities in a satisfactory manner.

### **Understanding the Meaning and Significance of Curriculum Specialists:**

The curriculum specialists need to be well-informed in terms of their job duties and responsibilities. The different types of job duties and responsibilities that they are to perform are manageable and complicated, these are put into operation in more amount of time or can be less time-consuming and these are carried out on an individual basis or through working in co-ordination with other members. Throughout their jobs, they need to augment information in terms of various types of tasks and activities that they are required to carry out. Furthermore, inculcation of traits of morality, ethics, diligence and conscientiousness will be facilitating in doing well in one's job duties and generating desired outcomes.

In addition, the curriculum specialists will be able to cope with various types of dilemmas and challenging situations in an effective manner. In addition, these are prevented from giving rise to impediments within the course of generation of desired outcomes. Hence, the possession of adequate information in terms of different types of job duties and responsibilities will enable them to be successful. Therefore, individuals are able to acquire an understanding of the meaning and significance of curriculum specialists, when information is generated in terms of different types of job duties and responsibilities.

The generation of information in terms of various types of methodologies and procedures is regarded to be of utmost significance in carrying out various types of job duties and responsibilities in a satisfactory manner. These are referred to the ways, which are facilitating in generating desired outcomes. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of methodologies and procedures. The strengthening of positivity will be facilitating in doing well in one's tasks and achieving different types of educational goals. Furthermore, curriculum specialists will have to get engaged in regular practice in order to augment their learning and understanding.

As a consequence, different types of job duties and responsibilities will be put into operation in a well-organized and satisfactory manner. In some cases, the curriculum specialists do get overwhelmed by the feelings of apprehensiveness and vulnerability, but acquiring an efficient understanding of the concepts will enable them to render an important contribution. Furthermore, with the advent of technologies, the curriculum specialists are able to utilize various types of modern, scientific and innovative methods and materials. As a consequence, they will render an important contribution in the achievement of desired goals and objectives. Therefore, one is able to acquire

an efficient understanding of the meaning and significance of curriculum specialists, when information is generated in terms of different types of methodologies and procedures.

With advancements taking place and with the advent of modernization and globalization, the curriculum specialists are making use of different types of modern, scientific and innovative methods and materials. The different types of these methods and materials are, utilization of Power Points, smart-boards, educational creative apps and Artificial Intelligence. These need to be put into operation in a well-organized and regimented manner. In order to carry out all types of job duties and responsibilities in a successful manner, one needs to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. The regular practice is facilitating in augmenting understanding in terms of various types of modern, scientific and innovative methodologies and procedures. Furthermore, curriculum specialists will be able to put in efforts to their best abilities.

In addition, one needs to overcome the feelings of apprehensiveness and vulnerability. This is facilitating in leading to up-gradation of confidence levels. Hence, confidence is regarded as the key in doing well in one's job duties and responsibilities and generating desired outcomes. Hence, in educational institutions of all levels, the curriculum specialists are making use of different types of modern, scientific and innovative methods and materials. These are facilitating in achievement of desired goals and objectives. Therefore, an understanding of the meaning and significance of curriculum specialists is acquired, when they are making use of different types of modern, scientific and innovative methods and materials.

### **Measures to be put into practice in enhancing the Job Duties of Curriculum Specialists:**

In educational institutions of all levels, curriculum specialists have important roles to play. They need to be well-aware and put in efforts to their best abilities in carrying out their job duties and responsibilities in a satisfactory manner. When they will be successful in their tasks and activities, they will render an important contribution in achievement of educational goals and leading to up-gradation of overall system of education (Hollowell, Middaugh, & Sibolski, 2010). As a consequence, educators will render an important contribution in promoting student learning and leading to up-gradation of overall system of education.

The job duties are manageable as well as complicated, but when they are well-informed in terms of techniques, they will be able to carry out their tasks and activities in a satisfactory manner. Throughout their jobs, the curriculum specialists are augmenting information in terms of measures to be put into practice in enhancing the job duties of curriculum

specialists. The measures are required to be put into operation in a well-organized and satisfactory manner. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of measures. Therefore, measures to be put into practice in enhancing the job duties of curriculum specialists are stated as follows:

#### **Honing Analytical and Critical-Thinking Skills:**

The curriculum specialists are required to put into operation different types of job duties and responsibilities in a satisfactory manner. As a consequence, they ensure that these are facilitating to students and leading to up-gradation of overall system of education. The job duties and responsibilities of curriculum specialists require the up-gradation of analytical and critical-thinking skills. The analytical skills are skills, which are facilitating in conducting an analysis of different types of alternatives and options that are available. After the analysis is conducted, selection is made of the most feasible and worthwhile alternative or option.

On the other hand, critical-thinking skills is facilitating in putting into operation rational, logical and methodological thinking. As a consequence, these individuals will render an important contribution in carrying out their job duties and responsibilities in a well-organized and disciplined manner. As a consequence of leading to up-gradation of these skills, curriculum specialists will contribute efficiently in doing well in their job duties and in generating desired outcomes. Hence, it is well-understood that these skills are approving to a major extent. Therefore, honing analytical and critical-thinking skills is regarded as one of the indispensable measures to be put into practice in enhancing the job duties of curriculum specialists.

#### **Making Wise and Productive Decisions:**

The curriculum specialists are required to make wise and productive decisions in terms of various aspects. The different aspects are, lesson plans, concepts, syllabus, course, prospectus and programme. The curriculum specialists are required to conduct an analysis of different types of alternatives and methodologies that are available. After the analysis is conducted, selection is made of the most feasible and worthwhile alternative or option. On the other hand, critical-thinking skills is facilitating in putting into operation rational, logical and methodological thinking. As a consequence, these individuals will render an important contribution in carrying out their job duties and responsibilities in a well-organized and disciplined manner.

The decisions made need to be transformable. In other words, one is able to make changes. But one of the important aspects that needs to be taken into account is, decisions need to be facilitating in promoting student learning and leading to up-gradation of overall system of education. In other words, these need to be

approving in promoting well-being and goodwill. Hence, making wise and productive decisions is facilitating in carrying out different types of job duties and responsibilities in a satisfactory manner. Therefore, making wise and productive decisions is one of the significant measures to be put into practice in enhancing the job duties of curriculum specialists.

#### **Being Informative regarding Educational Goals:**

The curriculum specialists need to be well-informed in terms of educational goals. The different types of educational goals are, leading to up-gradation of teaching-learning methods; promoting enhancement of teaching-learning materials; leading to up-gradation of instructional strategies; utilizing different types of modern, scientific and innovative methods and materials; organizing seminars and workshops; implementing various types of assessment strategies; encouraging participation in various types of academic activities; augmenting various types of skills and abilities; making use of technologies and other material resources; managing financial, human, technical, material and information resources and making provision of infrastructure, amenities and facilities. Furthermore, the overall environmental conditions within educational institutions should be pleasant and amiable.

Generating information in terms of various types of educational goals will be facilitating to the curriculum specialists in carrying out their job duties and responsibilities in a well-ordered and disciplined manner. The curriculum specialists need to ensure, they are putting in efforts in their work, so these efforts are facilitating in achievement of all types of educational goals. One of the important factors that needs to be taken into account by curriculum specialists is, they are working towards achievement of all types of educational goals in a positive manner. Therefore, being informative regarding educational goals is an eminent measure to be put into practice in enhancing the job duties of curriculum specialists.

#### **Being well-informed in terms of Instructional Strategies:**

The curriculum specialists are required to be well-informed in terms of instructional strategies. The different types of instructional strategies that are implemented in educational institutions of all levels are, reading from various types of reading materials and providing explanations; making students read and providing explanations; encouraging questions and answers sessions; explaining the concepts on boards with markers; dictating notes; encouraging the participation of students in various types of assessment strategies; encouraging the participation of students in different types of academic activities; giving assignments and projects that are to be carried out in a team, comprising of two or more individuals; giving

presentations through utilization of Power Points and other reading materials and promoting discussions without making use of various types of reading materials.

Generating information in terms of various types of instructional strategies will be facilitating to the curriculum specialists in carrying out their job duties and responsibilities in a well-organized and methodical manner. The curriculum specialists need to ensure, they are putting in efforts in their work, so it is facilitating in achievement of all types of educational goals. One of the important factors that needs to be taken into account by curriculum specialists is, they are working towards achievement of all types of educational goals in a positive manner. Therefore, being well-informed in terms of instructional strategies is a renowned measure to be put into practice in enhancing the job duties of curriculum specialists.

### **Being well-informed in terms of Job Duties and Responsibilities:**

The curriculum specialists need to be well-informed in terms of their job duties and responsibilities. The different types of job duties and responsibilities that they are to perform are manageable and complicated, these are put into operation in more amount of time or can be less time-consuming and these are carried out on an individual basis or through working in co-ordination with other members. Throughout their jobs, they need to augment information in terms of various types of job duties and responsibilities that they are required to carry out. Furthermore, inculcation of traits of morality, ethics, diligence and conscientiousness will be facilitating in doing well in one's job duties and generating desired outcomes.

In addition, the curriculum specialists will be able to cope with various types of dilemmas and challenging situations in a satisfactory and effective manner. In this manner, these are prevented from giving rise to different types of impediments within the course of generation of desired outcomes. Hence, the possession of adequate information in terms of different types of job duties and responsibilities will enable them to be successful. Therefore, being well-informed in terms of job duties and responsibilities is a productive measure to be put into practice in enhancing the job duties of curriculum specialists.

### **Being well-equipped regarding Methodologies and Procedures:**

The generation of information in terms of various types of methodologies and procedures is regarded to be of utmost significance in carrying out various types of job duties and responsibilities in a satisfactory manner. These are referred to the ways, which are facilitating in generating desired outcomes. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of methodologies and procedures. The strengthening of

positivity will be facilitating in doing well in one's job duties and achieving different types of educational goals. Furthermore, curriculum specialists will have to get engaged in regular practice in order to augment their learning and understanding.

As a consequence, different types of job duties and responsibilities will be put into operation in a well-organized and satisfactory manner. In some cases, the curriculum specialists do get overwhelmed by the feelings of apprehensiveness and vulnerability, but acquiring an efficient understanding of the concepts will enable them to render an important contribution. Furthermore, with the advent of technologies, the curriculum specialists are able to utilize various types of modern, scientific and innovative methods and materials. As a consequence, they will render an important contribution in the achievement of desired goals and objectives. Therefore, being well-equipped regarding methodologies and procedures is a prolific measure to be put into practice in enhancing the job duties of curriculum specialists.

### **Utilizing Pioneering Methodologies and Materials:**

With the advent of modernization and globalization, the curriculum specialists are making use of different types of pioneering methods and materials. The different types of these methods and materials are, utilization of Power Points, smart-boards, educational creative apps and Artificial Intelligence. These need to be put into operation in a well-ordered and disciplined manner. In order to carry out all types of job duties and responsibilities in a successful manner, one needs to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. The regular practice is facilitating in augmenting understanding in terms of various types of pioneering methodologies and procedures. Furthermore, curriculum specialists will be able to put in efforts to their best abilities.

In addition, one needs to overcome the feelings of apprehensiveness and vulnerability. This is facilitating in leading to up-gradation of confidence levels. Hence, confidence is regarded as the key in doing well in one's job duties and responsibilities and achievement of desired goals and objectives. Hence, in educational institutions of all levels, the curriculum specialists are making use of different types of pioneering methods and materials. These are facilitating in achievement of desired goals and objectives. Therefore, utilizing pioneering methodologies and materials is a lucrative measure to be put into practice in enhancing the job duties of curriculum specialists.

### **Augmenting Technical Skills:**

In educational institutions of all levels, the honing of technical skills is regarded to be of utmost significance. These are the skills, which are related to utilization of different types of technologies, i.e.

computers, lap-tops, I pads, scanners, printers, photocopiers, audio-visual aids, projectors, smart-boards and so forth. The individuals are required to get engaged in regular practice. The regular practice is facilitating in augmenting understanding in terms of various types of different types of technologies. The internet is regarded as one of the prominent sources that is utilized to augment information in terms of various types of subjects and concepts. Furthermore, one is able to obtain answers to all types of questions and clarify their doubts in terms of various factors.

In some cases, through making use of various types of technologies, the individuals do get overwhelmed by the feelings of apprehensiveness and vulnerability. These need to be overcome in order to carry out their tasks and activities in a well-ordered and satisfactory manner. Hence, it is well-understood, augmenting technical skills is facilitating in promoting well-being and goodwill of individuals. One needs to understand the concepts and work diligently in leading to up-gradation of technical skills. Therefore, augmenting technical skills is a meaningful measure to be put into practice in enhancing the job duties of curriculum specialists.

#### **Implementing Time-Management Skills:**

The curriculum specialists are required to be well-informed in terms of time-management skills. These are the skills that are facilitating in taking out sufficient amount of time for all tasks and activities. The curriculum specialists assign priorities to the job duties. The ones, which are more important are carried out first, whereas, the ones, which are less important are put into operation after the completion of more important ones. Procrastination is avoided. Hence, one of the major benefits of these skills is, individuals will be able to complete all types of job duties and responsibilities within the required time-frame.

The individuals are required to lead to up-gradation of time-management skills. These skills are facilitating in formulating schedules (Henard, & Roseveare, 2012). The individuals in leadership positions are vested with number of job duties and responsibilities. These are put into operation within the stipulated frame of time. Hence, the honing of time-management skills is regarded as vital on a comprehensive basis. The up-gradation of these skills will open room for the individuals in achievement of different types of educational goals. Furthermore, one will lead to up-gradation of overall system of education. Therefore, implementing time-management skills is an imperative measure to be put into practice in enhancing the job duties of curriculum specialists.

#### **Augmenting Competencies and Abilities:**

The curriculum specialists are required to augment different types of competencies and abilities. These are, pursuing, convincing, planning, organizing, directing, leading, negotiating, controlling, co-

ordinating, emotional intelligence, systems thinking, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with various types of dilemmas and challenging situations in an adequate manner and carrying out all types of job duties and responsibilities in a well-ordered and satisfactory manner. Hence, the up-gradation of different types of competencies and abilities will be facilitating in doing well in one's job duties and generating desired outcomes. Furthermore, these are to be put into operation in an efficacious manner.

The curriculum specialists need to be well-informed in terms of different types of job duties and methodologies that are necessary to generate desired outcomes. These need to be put into operation in a satisfactory manner. Furthermore, reinforcing the traits of efficiency, honesty and truthfulness will be facilitating in carrying out all tasks in a disciplined manner. In addition, the curriculum specialists need to conduct research through utilizing various sources. Hence, the task of conducting research will be facilitating in augmenting different types of competencies and abilities. These are regarded as vital in the achievement of desired goals and objectives. Therefore, augmenting competencies and abilities is a decisive measure to be put into practice in enhancing the job duties of curriculum specialists.

#### **Advantages of promoting Enhancement of Job Duties of Curriculum Specialists:**

The curriculum specialists are vested with the authority and responsibility of formulating courses and programs. These individuals are making use of their educational qualifications, competencies and abilities in carrying out their tasks and activities in a well-organized and satisfactory manner (Tremblay, Lalancette, & Roseveare, 2012). When the curriculum specialists are carrying out their job duties and responsibilities, they aim that these are facilitating to students and leading to up-gradation of overall system of education. The job duties and responsibilities of curriculum specialists require the up-gradation of various types of skills and abilities. Hence, the honing of skills and abilities is facilitating in carrying out all types of tasks and activities in a successful manner. The curriculum specialists work diligently in promoting enhancement of their job duties. Therefore, advantages of promoting enhancement of job duties of curriculum specialists are, promoting student learning; leading to effective growth and development of students; honing skills and abilities among students; facilitating implementation of job duties of educators in a well-organized manner and leading to up-gradation of overall system of education. These are stated as follows:

#### **Promoting Student Learning:**

Promoting student learning is regarded as one of the indispensable goals of educators in educational

institutions of all levels. The curriculum specialists are also carrying out their job duties and responsibilities in a manner, which would be facilitating in the achievement of this goal. The generation of information in terms of various types of methodologies and procedures is regarded to be of utmost significance in carrying out the task of promoting student learning in a satisfactory manner. The ways, which are facilitating in generating desired outcomes need to be put into operation in a well-ordered and disciplined manner. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of methodologies and procedures. As a consequence, one will be successful in this task. Therefore, promoting student learning is regarded as one of the indispensable advantages of promoting enhancement of job duties of curriculum specialists.

### **Leading to Effective Growth and Development of Students:**

Leading to effective growth and development of students is an important job duty, which curriculum specialists need to focus on in educational institutions of all levels. The curriculum specialists are also carrying out their job duties and responsibilities in a manner, which would be facilitating in carrying out this task in a well-ordered manner. The generation of information in terms of various types of methodologies and procedures is regarded to be of utmost significance in putting into operation this task in a successful manner. The course curriculum in some cases, include the concepts, which are facilitating in inculcating the traits of morality, ethics, diligence and conscientiousness. These are necessary in not only carrying out tasks and activities successfully, but also in emerging into productive human beings. Hence, in this manner, effective growth and development of students is facilitated. Therefore, leading to effective growth and development of students is one of the significant advantages of promoting enhancement of job duties of curriculum specialists.

### **Honing Skills and Abilities among Students:**

The different types of skills and abilities among students are honed through enhancement of job duties of curriculum specialists. The various types of skills are, communication skills, decision-making skills, critical-thinking skills, problem-solving skills, analytical skills, technical skills, creative skills, leadership skills, negotiation skills, presentation skills, professional skills, personal skills, intellectual skills, artistic skills and public-speaking skills. On the other hand, abilities, which needs to be honed are, pursuing, convincing, planning, organizing, directing, leading, negotiating, controlling, co-ordinating, emotional intelligence, systems thinking, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with various types of dilemmas and challenging situations in an adequate manner and

carrying out all types of job duties and responsibilities in a well-ordered and satisfactory manner. Hence, the up-gradation of different types of skills and abilities will be facilitating in doing well in one's job duties and generating desired outcomes. Furthermore, these are to be put into operation in an efficacious manner in both personal and professional lives. Therefore, honing skills and abilities among students is an expedient advantage of promoting enhancement of job duties of curriculum specialists.

### **Facilitating Implementation of Job Duties of Educators in a Well-organized Manner:**

The educators are vested with the authority and responsibility of imparting information among students in terms of various types of academic subjects and lesson plans. Hence, when the course and syllabus will be formulated in an effective manner, the educators will contribute efficiently in carrying out their job duties in a well-ordered manner. Before, putting into practice various types instructional strategies, the educators are required to prepare themselves in a satisfactory manner. They need to ensure, they are well-informed in terms of job duties, responsibilities and methodologies. Furthermore, leading to up-gradation of various types of skills and abilities will be facilitating in doing well in their job duties and generating desired outcomes. In addition, inculcation of traits of morality, ethics, diligence and conscientiousness will be facilitating in carrying out their tasks and activities in a well-ordered and satisfactory manner. Therefore, facilitating implementation of job duties of educators in a well-organized manner is an eminent advantage of promoting enhancement of job duties of curriculum specialists.

### **Leading to Up-gradation of overall System of Education:**

Leading to up-gradation of overall system of education is regarded as one of the major goals of curriculum specialists. In order to achieve this goal, there are various factors that are taken into account, i.e. implementing effective communication processes; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; honing analytical and critical-thinking skills; making wise and productive decisions; being informative regarding educational goals; being well-informed in terms of teaching-learning methods, materials and instructional strategies; being well-informed in terms of job duties and responsibilities; being well-equipped regarding methodologies and procedures; utilizing different types of pioneering methodologies and materials; augmenting technical skills; implementing time-management skills and creating a pleasant environment within workplace. As a consequence of acknowledging and implementing all these factors, not only up-gradation will take place of

overall system of education, but curriculum specialists are carrying out their tasks and activities in a well-ordered and satisfactory manner. Therefore, leading to up-gradation of overall system of education is a productive advantage of promoting enhancement of job duties of curriculum specialists.

### **CONCLUSION:**

Curriculum specialists formulate the courses and programmes. Measures to be put into practice in enhancing the job duties of curriculum specialists are, honing analytical and critical-thinking skills, making wise and productive decisions, being informative regarding educational goals, being well-informed in terms of instructional strategies, being well-informed in terms of job duties and responsibilities, being well-equipped regarding methodologies and procedures, utilizing pioneering methodologies and materials, augmenting technical skills, implementing time-management skills and augmenting competencies and abilities. Advantages of promoting enhancement of job duties of curriculum specialists are, promoting student learning; leading to effective growth and development of students; honing skills and abilities among students; facilitating implementation of job duties of educators in a well-organized manner and leading to up-gradation of overall system of education. Finally, it can be stated, curriculum specialists have important roles in enhancing the overall system of education.

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