

- QUALIFICATIONS:**
1. Masters Degree
 2. Experience in either regular and/or special classroom teaching
 3. Maine Certification as Curriculum Coordinator eligibility
 4. Maine Assistant Superintendent Certification a plus
 5. Ability to develop, coordinate and supervise programs for teachers, PreK-8

REPORTS TO: Superintendent of Schools

JOB GOAL: To provide leadership in the ongoing development, assessment and improvement of the instructional program and staff development for the school district.

REQUIRED: Required to attend all Union #93 Joint School Committee Meetings and other monthly school committee meetings upon request.

PERFORMANCE RESPONSIBILITIES

CURRICULUM and ASSESSMENT:

1. Leads in the development and maintenance of a positive coordinated educational program designed to meet the needs of all children.
2. Guides the administration team through the development, implementation, and evaluation of curriculum and instruction.
3. Assumes responsibility for design and implementation of a local system of assessment to include data gathering and analysis.
4. Designs and implements feedback from staff, parent, student, and community members regarding curriculum and instruction.
5. Reports annually to the Superintendent and local school committees the curriculum and staff development needs of their schools.
6. Assists in keeping the community informed about the curriculum and instructional programs of the schools and student achievement in the state's learning results.
7. Leads in the continued development of report cards and honor roll policies.

STAFF DEVELOPMENT and CERTIFICATION:

1. Guides development, implementation, and evaluation of orientation and in-service training programs for professional personnel.
2. Works with building principals in the improvement of individual staff competencies.
3. Frequently visits each school to observe classroom instruction and to encourage, guide and support the faculty and principals in working toward achieving the learning results in K-8.
4. Assumes responsibility for teacher certification process and chairperson for Local Staff Development & Certification Committee.
5. Responsible for collecting, assessing, and reporting Highly Qualified Teacher Data.

ADMINISTRATIVE:

1. Assists in the development and coordination of the sections of local school budgets that pertain to curriculum and staff development.
2. Writes and administers federal and state grants for the benefit of Union 93, with the expectation that competitive grants may be part of, among other things, the funding formula for this position going forward.
3. Oversees all NCLB programs and requirements. Responsible for application, performance report, and monitoring of funds.
4. Responsible for Title I program and RTI programming.
5. Responsible for Gifted and Talented program.
6. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or the school committee.

Curriculum Coordinator - Job Description
School Union #93

4114

EVALUATION: Performance of the Curriculum Coordinator will be evaluated annually by the Superintendent of Schools in conjunction with the Union Board.

Adopted: School Union#93 Joint School Committee – 5/7/2002
Amended: School Union #93 Joint School Committee – 4/7/2004
Amended: School Union #93 Joint School Committee – 4/12/2005
Amended: School Union #93 Joint School Committee – 7/15/2008
Amended: School Union #93 Joint School Committee – 12/13/2010