WEYMOUTH PUBLIC SCHOOLS

Job Description

April 29, 2019

Title: Assistant Curriculum Director
Assistant Curriculum Director Fine and Performing Arts

Qualifications: Minimum of five years teaching experience, Administrator and/or Supervisor/Director licensure, content specific licensure

Responsibilities: The Assistant Curriculum Directors are directly responsible to the Assistant Superintendent for Instructional Services and Support. This position "Assistant Curriculum Director" is part of Unit B bargaining group. The position will follow all agreements as noted in the Unit B Collective Bargaining Agreement. The work year is 223 days beginning on September 1 – August 30.

General Duties: The Assistant Curriculum Directors will provide leadership to content specific staff members to develop academic goals, plan instructional strategies, assess student performance, and act as resources to Pre K-12 teachers and administrators to improve the teaching and learning process. They will assist the principals in the supervision and evaluation of faculty and staff, and in the management of the total academic program.

Specific Duties:

A. Supervision

1. Assists in determining personnel needs and in recruiting and selecting staff
2. Supervises and evaluates subject area teachers PreK – 12, as assigned by the Assistant Superintendent for Instructional Services or designee, through classroom visits, personal conferences, data review, and written reports
3. Functions as an academic specialist and a resource for classroom teachers and principals to improve the educational process
4. Supports making class assignments in conjunction with the administrative team.
5. Conducts departmental orientations, department meetings, and assists with professional development for WPS staff
6. Prepares special projects or grants as requested
7. Serves on system wide committees PreK - 12

B. Curriculum

1. Provides leadership for the creation, development, implementation, revision, and evaluation of curriculum PreK - 12 at specified levels and content areas

2. Coordinates a sequential curriculum of concepts and information for all grades as assigned by the Assistant Superintendent for Instructional Services or designee

3. Assists in the selection of texts and ancillary materials through the use of faculty committees, examination, and the use of supporting documents within the curriculum area
4. Evaluates student achievement in the discipline on a district-wide basis each year and recommends such changes or adjustments in the curriculum as seem advisable to improve the teaching and learning process
5. Interprets the results of standardized tests, and recommends appropriate use of such examinations to inform teaching and learning
6. Review and analyze district data documents and reports to inform professional development and instruction
7. Assists in developing and utilizing community resources for department needs.
8. Attends curriculum and other professional conferences and shares results with department members
9. Develops common assessments with content teachers
10. Supports teachers with grading calibration and report card revisions
11. Devises programs or courses designed to improve the curriculum and instructional techniques
12. Assists members of the teaching staff to expand their academic repertoire and teaching strategies
13. In collaboration with the Assistant Superintendent of Instructional Services and Support, leads, organizes, and directs professional development activities PreK - 12
14. In collaboration with the Assistant Superintendent of Instructional Services and Support, leads, organizes, and directs summer curriculum workshops and other professional development activities PreK - 12
15. Serves as consultant to the Superintendent and the School Committee on matters pertaining to curriculum, academic goals and instructional programs.
16. Provides instructional leadership; directing the implementation and evaluation of standards based curriculum and instructional practices
17. Visits schools and classrooms regularly to assess the effectiveness of the instructional program
18. Assists in the maintenance of up-to-date curriculum guides.
19. When necessary, attends meetings related to matters pertaining to departmental matters
20. Assists in the orientation of new department members
21. Helps to develop guidelines for placement of students in appropriate courses, assists teachers and counselors in actual placement, and confers with parents
22. Performs other duties as may be assigned by the Superintendent and/or Assistant Superintendent of Instructional Services and Support

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