

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Assistant Curriculum Directors

Responsibility:

The Assistant Curriculum Directors are directly responsible to the Assistant Superintendent for Teaching and Learning and/or designee and/or designee.

Qualifications:

1. A Master's degree or higher from an accredited college or university, required
2. Minimum of five years teaching experience in content area, preferred
3. Valid Massachusetts Supervisor/Director - content license or content specific license **and** Supervisor/Director license appropriate for the particular assignment per regulations of the Massachusetts Department of Education, required.
4. Experience with curriculum development, review and evaluation.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. Proven ability to communicate effectively and collaboratively with people of diverse backgrounds including administrators, teachers, staff, parents, guardians and students.

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 a resource to teachers and administrators to improve the teaching and learning process. They will assist the principals in the supervision and evaluation of faculty and staff in the specific content area in grades PreK-12.

Specific Duties:

1. Assist in determining personnel needs and in recruiting and selecting staff.
2. Supervises and evaluates subject area teachers through classroom visits, personal conferences, data review, and written reports.
3. Function as an academic specialist and a resource for classroom teachers and principals to improve the educational process.
4. Support class assignments in conjunction with the administrative team.
5. Conducts departmental orientations, department meetings, and assists with professional development for WPS staff.

6. Supports preparation of the budget for the department grades PreK-12.
7. With approval from the Assistant Superintendent for Teaching and Learning and/or designee, submits requisitions, prepares bid specifications, and allocates materials and supplies.
8. Oversee the PreK-12 curriculum, supplies, equipment needs, and overall inventory for the department..
9. Prepare special projects or grants as requested.
10. Serve on system wide committees PreK-12.

Teaching:

1. May be required to teach in accordance with the Unit B Collective Bargaining Agreement

Curriculum:

1. Provides leadership for the creation, development, implementation, revision, and evaluation of curriculum .
2. Coordinate a vertically aligned, standards-based curriculum.
3. Keeps informed about new developments in the field, and disseminates current information to teachers.
4. 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.
5. 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.
6. Interprets the results of standardized tests, and recommends appropriate use of such examinations to inform teaching and learning.
7. Review and analyze district data documents and reports to inform professional development and instruction.
8. Assists in developing and utilizing community resources for department needs.
9. Attends curriculum and other professional conferences and shares results with department members.
10. Develops common assessments with content teachers.
11. Supports teachers with grading calibration and report card revisions
12. Devises programs or courses designed to improve the curriculum and instructional techniques.
13. Assists members of the teaching staff to expand their academic repertoire and teaching strategies.
14. In collaboration with the Assistant Superintendent of Teaching and Learning, leads, organizes, and directs facilitates professional development.
15. In collaboration with the Assistant Superintendent of Teaching and Learning, leads, organizes, and directs summer curriculum workshops and other professional development activities.

16. Serves as a consultant to the Superintendent and the School Committee on matters pertaining to curriculum, academic goals and instructional programs.
17. Provides instructional leadership; directing the implementation and evaluation of standards based curriculum and instructional practices.
18. Serves on and oversees various system-wide curriculum and program development committees and serves as a consultant to the school committee and all school councils in matters of curriculum and instruction.
19. Visits schools and classrooms regularly to assess the effectiveness of the instructional program.
20. Assists in the maintenance of up-to-date curriculum guides.
21. When necessary, attends meetings related to matters pertaining to departmental matters.
22. Assists in the orientation of new department members.
23. Helps to develop guidelines for placement of students in appropriate courses, assists teachers and counselors in actual placement, and confers with parents.
24. Assists in administering the extracurricular activities of the school, attending activities as assigned for the purpose of providing general supervision and supporting family engagement.
25. Performs other duties as may be assigned by the Superintendent and/or Assistant Superintendent of Instructional Services and Support.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is consistent with working in an educational environment. The employee is required to regularly interact with the students, staff and the public. Workday may extend beyond the school day and the work week may include some nights and weekends. Requires district wide travel.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

Work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.