

WEYMOUTH PUBLIC SCHOOLS

Job Description

6/8/18

Title: Assistant Curriculum Director
Assistant Curriculum Director ELA

Qualifications: Minimum of five years teaching experience, 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 is part of Unit B and the work year is 223 days.

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 7-12 teachers and administrators to improve the teaching and learning process. They will assist the principals in the supervision and evaluation of faculty and staff at the middle and high school levels, and in the management of the total academic program at the upper middle, and high school levels.

Specific Duties:

A. Supervision

1. Assists in determining personnel needs and in recruiting and selecting staff.
2. Supervises and evaluates subject area teachers at the 7-12 level 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. Supports preparation of the budget for the department grades 7-12.
7. With approval from the Assistant Superintendent for Instructional Services and Support, submits requisitions, prepares bid specifications, and allocates materials and supplies.
8. Oversees the 7-12 supply, textbook, equipment needs, bookrooms and the inventory for the department.
9. Prepares special projects or grants as requested.
10. Serves on system wide committees 7-12.

B. Teaching

1. Teach no less than 2 and no more than three classes within certified content area.

C. Curriculum

1. Provides leadership for the creation, development, implementation, revision, and evaluation of curriculum 7-12 at specified levels and content areas.
2. Coordinates a sequential curriculum of concepts and information for grades 7-12.
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 Instructional Services and Support, leads, organizes, and directs vertical articulation teams and other professional development activities 7-12.
15. In collaboration with the Assistant Superintendent of Instructional Services and Support, leads, organizes, and directs summer curriculum workshops and other professional development activities 7-12.
16. Serves as 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 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. Performs other duties as may be assigned by the Superintendent and/or Assistant Superintendent of Instructional Services and Support.

The Weymouth Public Schools is an equal opportunity employer and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, religion, sex, national origin, sexual orientation, age, disability, or membership in any group protected under federal, state or local equal opportunity laws.