

2016-2017 TLC Job Description - Curriculum Leader

Title: __The Curriculum Leader

Reports To: Building Administration

Job Goal: To be a collaborative member of a quality and progressive education team which does “Whatever It Takes” with compassion and integrity to ensure effective instruction and successful learning for all students.

Job Description: This position will maintain, develop, and facilitate assigned curriculum by collaborating with staff members to enhance understanding related to standards, instruction and assessment.

Qualifications:

1. Standard License for State of Iowa
2. Completed at least three years of teaching with a minimum of one year as a teacher in the Oelwein School District.
3. Evidence of Successfully Meeting all Iowa Teaching Standards
4. Evidence of a Deep Understanding of the Iowa Core
5. Evidence of Student Success

Performance Standards:

1. Skilled in using student work and performance data to make informed curriculum decisions
2. Deep understanding of the curriculum standards for their grade level or discipline and willingness to help others
3. Understanding the Curriculum Mapping Process
4. Demonstrate collaboration skills
5. Demonstrate a commitment to ongoing professional growth

Responsibilities and Expectations:

1. Be familiar with the TLC plan and work for its successful implementation.
2. Works outside of contract hours to analyze data and monitor curriculum
3. Proficient use of curriculum mapping software to analyze maps
4. Evaluate scope and sequence of curriculum for gaps and duplications
5. Assist teachers with the development of curriculum
6. Organize and lead curriculum meetings
7. Collaborate with Instructional Coaches, Model Teachers, and administrators
8. Lead textbook adoption process
9. Analyze data and make recommendations on curriculum adjustments
10. Present course changes to administration and school board for adoption

11. Serve as the first contact concerning curriculum
12. Conduct orientations for new curriculum leaders
13. Facilitate the resolution of departmental issues
14. Analyze needs and make recommendations for professional development to the District Leadership Team (DLT)
15. Serve as department liaison with administration
16. Serve on the Building Leadership Team

Meeting Requirements:

- Monthly meetings with instructional coaches and technology coach
- Monthly meetings with curriculum leaders & model teachers
- Attend weekly meetings with TLC Lead Instructional Coach
- District level TLC meetings at least two times per year with all TLC leadership positions
- Curriculum mapping sessions
- As needed with staff before or after school hours

Terms of Employment:

1 year with 4 days extended contract days included in the \$7,000 stipend; reapply annually

- **Elementary & K-12 Curriculum leads and Model Teachers will be August 15 & 16, 2016 (15th 7:00 am to Elkader, Meet @ CO)**
- **6-12 Curriculum leads and Model Teachers will be August 16 & 17, 2016 8:00-4:00 pm**

End of year: June 1 & 2 Snow Date; June 5th & 6th, 2017 (8:00-4:00 pm)

Evaluation: Performance of this job will be evaluated in accordance of the of the Board's policy on Evaluations of Personnel.

The Oelwein Community School District is an Equal Opportunity/Affirmative Action Employer. It is the policy of the District to provide equal employment opportunity and not to illegally discriminate on the basis of race, national origin, religion, sex, disability, sexual orientation, gender identity, age or marital status in its employment and personnel practices. The District will affirmatively recruit women and men, members of diverse racial/ethnic groups, and persons with disabilities for job categories where the representative groups are underrepresented.

I have read and understand the job description of the Curriculum Leader position.

Name: _____

Date: _____

July 21, 2016