

**Position Title:** Curriculum Lead

**Reports To:** Director of Curriculum and Assessment (Evaluator)

**Job Type:** Teacher Leadership

**Job Goal:**

The Curriculum Lead assists and supports school district personnel in the design, development and alignment of curriculum and instructional methodologies. Curriculum Leads may be assigned to one or more curricular areas including, but not limited to: Literacy, Mathematics, Science, Social Studies, Fine Arts, CTE, PE/Health, ELL, World Language, Title, Teacher Librarians, Counselors, GT.

**Essential Responsibilities:**

- Support the implementation of a guaranteed and viable curriculum aligned to District adopted standards and standards based grading practices.
- Coordinate planning, designing, and development of curriculum and assessment that align to District adopted standards.
- Collaborate with other curriculum team members to seek out and design innovative work for students.
- Review course and content data making recommendations regarding revisions.
- Identify quality content providers.
- Identify, review, and curate externally produced content and resources.
- Research new and innovative curriculum practices.
- Stay current with curricular trends and standards changes by maintaining professional memberships, attending conferences.
- Collaboratively develop and implement appropriate professional development for instructional personnel as assigned.
- Work with teachers in assessing problem areas in curriculum and in finding and implementing appropriate solutions.
- Collaborate with staff in coordinating curriculum documents and resources in Atlas Rubicon.
- Develop, edit, and monitor curriculum documents and resources.
- Facilitate content-specific professional learning for teachers and teacher leaders.
- Collaborate and support teachers and teacher leaders in accessing and using data for data-based decision making.
- Other duties as assigned by district administration.

**Knowledge, Skills and Disposition:**

- Ability to maximize and supervise school structures in order to improve the management and operations within the school.
- Establish collaborative relationships between staff, students, parents, and community agencies.
- Result-oriented and is skillful in presentation, leading data organization, data analysis and data coaching to improve teaching and learning.
- Knowledge and competence in core content areas of the Iowa core as well as expertise in recognizing, demonstrating, and analyzing effective instructional practices, methodologies, and/or strategies.
- Knowledge of instructional practices that effectively engage students is essential, as is an understanding of the impact of diversity on learning.

- Excellent oral and written literacy, problem-solving, team-building, interpersonal, self-reflective and self-awareness skills.
- Ability to consistently remain loyal to the mission and vision of the school and the district.
- Support teachers through change while simultaneously promoting system progress.
- Thrive and persevere under pressure and welcome challenges and demands in a fast-paced, twenty-first century learning environment.

**Preparation and Experience:**

- Master's degree or currently working toward a Master's degree is preferred;
- Current Iowa Teaching Certification;
- Minimum of three years of successful teaching experience and at least one year of experience with the College Community School District;
- A demonstrated track record of successful mentoring/coaching, leadership, and facilitation of adult learning;
- Up-to-date with current best practice and have successfully applied them in teaching and learning;
- Demonstrate high capacity to evoke students' motivation to positively impact student learning and achievement.

**Job Design:**

- 100% Teacher Leadership

**Terms of Employment:**

- One year assignment not subject to provisions of an Iowa 279 continuing Contract.
- This assignment shall include the equivalent of 15 additional days of service to the District
- Curriculum Lead Teacher Stipend will be \$7,000.

**Physical Demands:** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, see, and walk to carry out routine duties. Must be able to bend arms, torso, and neck. Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.

**Work Environment:** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, or the public. May include evenings. Direct responsibility for the safety, well-being, and work output of students.

**Created:** 1-19-2015  
**Revised:** 2-19-2020  
**Revised:** 1-25-2022

*The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.*