

CURRICULUM LEADERS' RESPONSIBILITIES

1. Assists in establishing content curriculum objectives, and works with the District – Wide Curriculum Committee to develop a plan for the implementation and evaluation of these objectives.
2. Assists in the development and implementation of a consistent district wide format for the presentation of curriculum.
3. Provides monthly revisions of curriculum maps to building principals and the Director of Instructional Services.
4. Reviews End of Year curriculum revisions with the building principals and the Director of Instructional Services in order to assist in establishing tangible goals.
5. Exercises responsibilities, with the Principal and Director of Instructional Services, in assisting with the recruitment, orientation, screening, and training of staff.
6. Serves as a resource in their content area.
7. Meets with department heads, program and curriculum leaders to promote interdisciplinary programs.
8. Assists in the implementation of an on-going program of curriculum evaluation.
9. Assists the Principal and Director of Instructional Services in interpreting the instructional program to parents and the community.
10. Attends the Principal's monthly meetings of curriculum leaders.
11. Assists the Principal in preparing the annual budget as it relates to their content area.
12. Assists the Principal in the orientation of new teachers.
13. Coordinates the review, revision, and articulation of appropriate content curriculum areas through school and district wide initiatives.
14. Remains current in curriculum developments and educational innovations.
15. Assists staff in identifying and promoting state-of-the-art educational innovations and programs
16. Assists the Principal and Director of Instructional Services in analyzing assessment data.
17. Works with the Professional Development Committee in planning and developing appropriate programs.
18. Attends relevant school, district, and professional meetings and conferences.
19. Works with Principal to coordinate the selection of subject area content texts.
20. Performs other duties as assigned by the Principal and/or Director of Instructional Services.