

# **Wachusett Regional School District**

## **CENTRAL OFFICE**

### **JOB DESCRIPTION**

#### **TITLE:**

Curriculum Supervisor

#### **QUALIFICATIONS:**

The Curriculum Supervisor shall have a Master's Degree with at least five years of successful employment experience in education, including teaching, supervision, and administration. The Curriculum Supervisor shall be certified as a Supervisor/Director by the Commonwealth. The Curriculum Supervisor shall possess successful experience in areas such as curriculum development, evaluation and supervision, grant writing and administration, and management of task forces and curriculum study groups. The Curriculum Supervisor shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

Director of Operations

#### **PERFORMANCE EVALUATION:**

The Curriculum Supervisor shall be evaluated annually consistent with the evaluation procedure included in the Collective Bargaining Agreement between the Wachusett Administrators Association and the district.

#### **REPRESENTATION STATUS:**

Wachusett Administrators Association

#### **JOB RESPONSIBILITIES:**

The Curriculum Supervisor is the primary support administrator for the Director of Operation in the area of curriculum development and evaluation and supervision of instructional staff. As a member of the Administrative Staff, he/she shall provide leadership for the School District, represent the Director of Operations and/or the Superintendent as appropriate at official school and community functions, inform the Director of Operations of changes in trends, laws, rules, or

regulations in his/her area of expertise, and provide reports to the Director of Operations of his/her activities and as requested. The Curriculum Supervisor in conjunction with the Director of Operations shall develop annual job goals that will become part of the criteria used to evaluate the Curriculum Supervisor.

The Curriculum Supervisor provides leadership in curriculum development and coordination within the District and assists the Director of Operations and Building Principals in providing direction to the pupil personnel programs in the District. The Curriculum Supervisor assists the Director of Operation and Building Principals in providing leadership and assistance to the executive staff, the administrative team, and the instructional staff in developing the instructional program, in evaluating employee performance, evaluating program value, and developing unified curriculum for the District.

In carrying out these responsibilities, the Curriculum Supervisor shall:

1. Coordinate curriculum activities and foster a creative and supportive environment for curriculum development, innovation, and professional growth;
2. Assist in the operation, supervision, and evaluation of all faculty and other staff, as assigned;
3. Oversee and coordinate the meeting and curriculum development activities of the District's various task forces, to include providing technical support as a resource for the chairperson and to provide the focus for task force operations;
4. Work cooperatively with the executive staff, administrative staff, and instructional staff in the development of a unified, District-wide curriculum;
5. Assist in the coordination and direction of the curriculum and instructional program for the District, including conferring with all administrators of other services, directors, supervisors, and specialists on all problems of curriculum and instruction, and serving as a consultant to principals and teachers on all phases of the instructional program with a focus on coordinating the educational program among all schools within the District;
6. Produce, with the assistance of the executive staff, administrative staff, and instructional staff, documents that reflect the curriculum, by area, that has been adopted by the District and formulate recommendations for alterations or additions to such curriculum;

7. Work closely with the curriculum specialists in order to assist them in their roles in the curriculum development within their area of expertise and to assist them with their evaluative responsibilities throughout the District;
8. Provide professional development training for District personnel within his/her area(s) of expertise as part of the District's annual professional development program;
9. Keep abreast of new developments in curriculum and evaluation through readings, conferences, and other means of gathering training and knowledge and disseminate information to members of the administrative and instructional staffs on a regular basis including conducting staff development seminars and lessons for the benefit of District employees;
10. Write, implement, and evaluate grants and special projects to include the development of such projects that are possible through state or federal legislation, local or cooperative partnerships, and/or grants; and,
11. Conduct other staff duties and responsibilities as directed by the Superintendent or Director of Operations, including attending meetings as requested or required by the Superintendent or Director of Operations or attending and participating in community meetings and working with community organizations, and, any other staff function required by the Superintendent or Director of Operations.

**SUPERVISES:**

Coordinator of Gifted and Talented  
Staff as assigned by the Superintendent or Director of Operations

Updated on 9/9/98

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 09/09/98