

Wachusett Regional School District

CURRICULUM SUPPORT

JOB DESCRIPTION

TITLE:

Curriculum Liaison

QUALIFICATIONS:

The Curriculum Liaison shall be a certified teacher employed in the area for which the position is assigned. The Curriculum Liaison shall be a district employee assigned to Wachusett Regional High School. The Curriculum Liaison shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Curriculum Specialist or High School Principal

JOB RESPONSIBILITIES:

The Curriculum Liaison shall provide line support to the Curriculum Specialist or High School Principal within his/her area of expertise and assignment. The Curriculum Liaison shall act as intermediary between the Curriculum Specialist or High School Principal and the academic area to which the Liaison is assigned. In carrying out these responsibilities, the Curriculum Liaison shall:

1. Report budgetary needs of the curricular area to the appropriate Curriculum Specialist or High School Principal;
2. Report equipment needs of the curricular area to the appropriate Curriculum Specialist or High School Principal;
3. Consult with the Curriculum Specialist or High School Principal on scheduling needs;
4. Coordinate the development of programs at the curricular area level under the general direction of the Curriculum Specialist or High School Principal; and,
5. Conduct other related responsibilities as directed by the Curriculum

Specialist or High School Principal, including attending meetings as requested or required by the Curriculum Specialist or High School Principal and any other related staff function as required.

Updated on 01/03

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 01/03