

Wachusett Regional School District

CURRICULUM SUPPORT

JOB DESCRIPTION

TITLE:

District Curriculum Liaison

QUALIFICATIONS:

The District Curriculum Liaison shall be a certified teacher. The District Curriculum Liaison shall be assigned to the Central Office for one-year intervals not to exceed two years. The District Curriculum Liaison shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Curriculum Supervisor

PERFORMANCE EVALUATION:

The District Curriculum Liaison shall be evaluated consistent with the evaluation procedure collectively bargained between the School Committee and the Wachusett Regional Education Association, Inc. (WREA).

REPRESENTATION STATUS:

Wachusett Regional Education Association, Inc.

JOB RESPONSIBILITIES:

The District Curriculum Liaison shall provide curriculum and academic support to classroom teachers. The Curriculum Liaison shall:

1. Research and recommend innovative programs to aide the District in its delivery of curriculum;
2. Design, conduct, and evaluate professional development trainings to facilitate the delivery of the District's curriculum, including but not limited to: Everyday Math, Responsive Classroom, SEM, SuccessMaker (CCC), Skillful Teacher practices and technology;

3. Actively promote successful classroom practices throughout the District;
4. Manage budget for implementation of program initiatives, including material purchases, training expenses, mileage, etc.;
5. Serve as a resource for new teachers with respect to the District's curriculum and program initiatives; and,
6. Conduct other related responsibilities as directed by the Curriculum Supervisor or Director of Operations, including attending meetings as requested or required by the Curriculum Supervisor or Director of Operations and any other related staff function as required.

Approved on 8/5/03

Revised on 11/5/04

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 11/5/04