

## **RANGELEY LAKES REGIONAL SCHOOL**

**TITLE:** Curricular Coordinator

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REPORT TO:** Principal

### **SUMMARY:**

To provide leadership in planning, developing, implementing and evaluating curriculum designed to meet the needs of students.

### **RESPONSIBILITIES:**

- Assists in the coordination, implementation and assessment of the school's curriculum.
- Promotes a systemic approach to curriculum design and improvement.
- Facilitates vertical continuity in the implementation of curricular alignment and initiatives.
- Assists in the analysis, interpretation and utilization of student achievement/assessment data to inform curricula needs.
- Serves as the liaison between the school and the state department of education re alignment and implementation of the Maine Learning Results within the content areas.
- Work closely with team leaders and the Leadership Team in the review, coordination and spiraling of the K-12 curriculum in all content areas.
- Provides for staff development activities related to curricular needs.
- Attends conferences and staff development activities in order to remain current re curricular needs and present to the Board.
- Prepare documents and reports as required or requested.
- Directs a program of on-going curricula evaluation.
- Prepares an annual curriculum budget.
- Works with teachers or groups of teachers in implementation of curricula changes in their classroom.
- Performs other duties as assigned.

### **EDUCATION and/or EXPERIENCE:**

- B.S. (Master's preferred)
- Three years teaching experience

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and routine correspondence. Ability to speak effectively before groups of students or employees of the district.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable standardized situations.

**OTHER SKILLS and ABILITIES:**

Exhibits qualities of leadership and organizational ability and reflects a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board policies.

**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 frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of this job.

Specific vision abilities required by this job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation in a quiet, as well as, a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.

**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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.