

Cochrane-Fountain School District – Job Description

Title: Curriculum Supervisor

Summary

The Curriculum Supervisor provides leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Demonstrate proficiency in the Wisconsin Administrator Standards

Curriculum Cycle Oversight

- Develop and facilitate a cycle for curriculum updating and review.
- Support teaching staff in understanding the steps to update curriculum and the required deliverables.
- Support teaching staff in the textbook review and selection process.
- Support teaching staff through professional develop needed to implement new course materials.

Management of Curriculum Resources

- Organize distribution and storage of resources.
- Review and cycle resources in or out of storage/use.
- Facilitate online resources to include access management (usernames/passwords).

Course Development and Review

- Facilitate and guide teaching staff through new course proposal process.
- Schedule and facilitate district committee meetings to review new course proposals.

Assessment Coordination

- Create and manage district-wide assessment calendar.
- Work with administration to assign or delegate specific assessment duties.

Professional Development

- Work with administration to identify professional development goals and priorities.
- Work with administration to schedule professional development on in-service days throughout the school year.
- Provide professional development training on in-service days when appropriate.

School Improvement Representative

- Attend School Improvement Systems (SIS) meetings at CESA and bring initiatives/information back to administration.
- Present information regarding new initiatives/state requirements to School Board.
- Present information regarding new initiatives/state requirements to staff.

Additional Responsibilities Associated with this Position Under a Full-Time Assignment:

- Data Analysis and Support
- State Reporting
- Grant Facilitation
- Mentorship Programming

- Fiscal Management of Curriculum and Title Budgets
- Attends administration meetings and School Board meetings as requested
- Adheres to and is up to date on district policies, state and federal requirements that pertain to job responsibilities
- Other duties as assigned

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Satisfactorily complete all annual requirements of the Educator Effectiveness process.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- Posses or in the process of obtaining WI DPI Director of Curriculum license
- Effective oral and written communications
- Interpersonal skills to interact courteously and effectively with students, teachers, administrators, and the public.
- Organizational and management skills
- Technology skills needed to effectively perform job

Preferred

- Prior successful experience as a Director of Curriculum or other administrative position
- Working knowledge of Infinite Campus
- Previous experience as a District Assessment Coordinator

Terms of Employment

Employment is 220-days within the July 1 – June 30 school fiscal year. Wages, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Superintendent.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021