



TREYNOR COMMUNITY SCHOOLS

Position: K-12 Content/Curriculum Lead

Stipend: \$5,000

Total Number of Personnel: 1

Days Beyond Contract: 5

Reports to: *Superintendent*

Job Description — The K-12 Content/Curriculum Lead will collaborate with the superintendent, building principals and building content leads to oversee the major functions of the four phases of the TCSD Curriculum Review Process. These TLC personnel will continue to fulfill 100% of their classroom duties.

Primary duties include:

- **Phase I** - With building content leads, review the current reality of all content areas including gathering information regarding the following:
 - List of staff members teaching the grade-level curriculum and courses
 - Resources presently used to teach courses
 - Standards utilized for curriculum and assessment alignment

- **Phase II** - Assist building content leads with the conduct of internal audits (what is currently happening in the content area) and external audits (what are current best practices including national/state mandates and standards). Assisting in the following areas:
 - Completion of the vision for the content area
 - Finalizing the goals for the content area
 - Reviewing/revising/writing/adopting K-12 standards for content areas
 - Planning for facilitation of professional learning to assure district-wide implementation of the new curriculum (as needed)

- **Phase III** - Monitor building content leads with the exploration and finalization of the curriculum that will be purchased and adopted by the district for the content area. Monitor the following areas:
 - Exploration of instructional materials/resources
 - Overseeing the piloting of instructional materials by the teachers
 - Presenting recommended curriculum to the building principals for approval
 - Assuring district-wide professional learning for all teachers of the content area/program
 - Ongoing professional development work around instruction and assessment during year 3, 4, 5, & 6

- **Phase IV** - Oversee program evaluation of the implementation and assessment of students' success with the K-12 curriculum. Gather information regarding the following areas:
 - Data for the preparation of the internal audit of Phase 1
 - Data used to recommend and plan additional professional learning
 - Updates of progress on district assessment to the superintendent
 - Preparation for Phase 1 of the review process
 - Current research, trends and issues, and best practices
 - Program evaluation, including assessment data, to the superintendent and board of education.

Expectations Include:

- Participates in leadership meetings at least 4 times per year with all TLC Leadership positions.
- Participates in all Professional Development sessions.
- Participate in building and/or district observation days.
- Provide documentation of duties performed.
- Serve as the contact for support when building content leads need or request assistance.
- Promote the expectations of the school district in a positive way.

- ❖ [TCSD Curriculum Review Process](#)
- ❖ [TCSD Curriculum Review Process by Year](#)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____