



WHITE BEAR LAKE AREA SCHOOLS

Educational leaders must create artful ways to reweave organizational tapestries from old traditions, current realities, and future vision.

TO: E5 Staff
FROM: Ann Malwitz, Teaching & Learning Coordinator
RE: E5 Curriculum/Building Leader Application

We are currently in the process of receiving applications for the position of White Bear Lake Area School District E5 Curriculum/Building Leader. As the result of posting positions that align with contract negotiations, all of the Curriculum Leader positions will be posted until May 15th according to the following.

POSITION TITLE: CURRICULUM/BUILDING LEADER

ACCOUNTABLE TO: TEACHING & LEARNING COORDINATOR AND BUILDING PRINCIPAL

**DEPARTMENT: 1 Music, 1 World Language
1 Phy Ed 2 Teachers Per Elementary Building
1 Early Childhood**

I. QUALIFICATIONS

- Commitment to district mission and E5 curriculum leadership and coordination.
- Evidence of curriculum and instructional leadership.
- Good communication and organizational skills.
- Knowledge and understanding of curriculum development.
- Awareness of current curriculum trends and research

II. BASIC FUNCTION/PURPOSE OF THE POSITION

- To work in collaboration with the building principal, building leadership team and the Teaching and Learning Coordinator to facilitate building and district initiatives.
- To provide leadership and serve as a resource in all phases of the curriculum review process.

III. DUTIES AND RESPONSIBILITIES OF THE POSITION

A. TO ASSIST IN COORDINATING AND PROVIDING DIRECTION FOR CONTINUOUS IMPROVEMENT.

- Collaborate with building principal and staff to facilitate improvement initiatives related to best practice.
- Coordinate and support the curriculum development and continuous improvement process.
- Communicate clearly and often on current curriculum issues and research.

- Articulate, model, and encourage others to support the school district mission.
- Identify recommendations for program improvements.
- Coordinate efforts to facilitate PreK-12 curriculum alignment.
- Represent assigned curriculum area on district level curriculum committees.

B. ADDITIONAL RESPONSIBILITIES MAY INCLUDE

- Assist the administration with staff assignments and the scheduling process.
- Participate in the interviewing and selection of staff.
- Establish goals and prepare end-of-year summaries in areas of responsibility with principal.

C. LENGTH OF APPOINTMENT

- Two years (member may be reappointed)

IV. SALARY

- Stipend as per the WBLTA contract.

V. APPLICATION PROCESS - Positions open to any elementary teacher.

- Applications will be reviewed by the steering committee and candidates may be contacted for interviews.

VI. TIMELINE - Completed applications are due to the Teaching and Learning Office on or before May 15.

- Interview
- Selection

V. APPLICATION FORM - Attached.

**WHITE BEAR LAKE AREA SCHOOLS
E5 CURRICULUM/BUILDING LEADER APPLICATION FORM**

Name: _____ Date: _____

Phone Number: _____

E-mail: _____

Grade Level: _____

What skills and experience do you bring to this position that would most impact curriculum and instruction.

Looking back two years from now, describe your influences and accomplishments related to the position.

Return the application form to Ann Malwitz, Teaching and Learning Coordinator, on or before May 15.