Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Curriculum Coordinator and FRES Student Support Coordinator

Reports To: Superintendent

Qualifications:

- Masters in Curriculum and Instruction
- 15 years teaching experience

Physical Demands: NA

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities:

Curriculum:

- Working collaboratively with building administrators:
    a) ensure high quality curriculum for all subjects K-12 is written, reviewed and updated regularly, as well as organize curricular resources that ensure vertical articulation and alignment.
    b) to ensure curriculum documents are complete and meet the standards.
    c) Create policy and provide support for regular review and revision of curriculum documents.
    d) Look at programming outside of the district and a variety of learning opportunities
- Chair Curriculum Committee
- Attend as necessary PLCs/IMPACT meetings to support building administrators and their staff.

Assessment/Data:

- Work collaboratively with building administrators
    a) coordinate district assessments (iReady) and statewide assessments (NHSAS, PSAT, SAT)
- Conduct data analysis to support and implement data-informed instructional practices.
    a) Work collaboratively with administrative team and facilitate data analysis at the district level

- In collaboration with building administrators, share data with school board as well as updates on progress of students/ groups.
- Attend data meetings as part of the administrative team.
- In conjunction with building administrators, support teachers in communicating with families about data
- In conjunction with building-level staff, communicate with staff, families, and students regarding testing
- In conjunction with building-level staff, prepare reports to send home to families

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

Professional Development:

- Collaborate with the administrative team to coordinate district wide professional development and growth aligned with learning plans, walkthrough data and other administrators observations.
- Conduct classroom observations of staff members as necessary.
- Chair the Professional Development Committee
- Collaborate with building administrators to ensure PLCs throughout the district are using data to inform decisions
- Find professional development to support the mission of the schools and district
- Provide on-going, meaningful feedback to staff

Administrative Team:

- Participate in the leadership committees at the elementary and middle/high schools
- Serve as a member of the District Administrative Team.
- Present reports to the School Board and facilitate learning to support their understanding of our schools and work.

Grants:

- Responsible for Title 1, Title 2, and Title 4 grants

FRES:

- In conjunction with the building principal, develop plans and protocols around student management when assigned.
- Intervene with disciplinary actions at the school and bus level as necessary
- Attend 504 meetings as necessary
- Attend final SST meeting (when the meeting may end in a Special Education referral) as necessary
- Participate in the hiring process for new staff
- Conduct walkthroughs and coaching to support professional growth
- Conduct classroom observations as necessary

Evaluation: Performance of duty responsibilities will be reviewed annually.

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