



NASHOBA

Regional School District

Position: Curriculum, Instruction and Assessment (CIA) Coordinator for
Enrichment and Extended Learning
Department/Location: Central Office/Teaching and Learning
Hours: 40 hours/exempt

Organizational Scope:

Reporting to the Superintendent of Schools, will provide leadership for our extended learning and enrichment programs, provide leadership for teachers, support staff and administration in the development and coordination of curriculum, instruction and assessment in differentiated instruction, enrichment, gifted and talented, recreation and leisure, and extended learning opportunities.

Performance Responsibilities:

1. Facilitates development and implementation of curriculum, instruction and assessment.
2. Facilitates ongoing research of best practices based on international, national and local data.
3. Facilitates professional development opportunities focused on improved student performance through enrichment, gifted and talented and extended learning.
4. Facilitates appropriate review cycle for curriculum, materials and adoptions as needed.
5. Participates in the work of state and national curriculum associations and study groups.
6. Prepares analysis of student data for teachers, principals, and the superintendent.
7. Provides coaching for all district personnel, parents and students to ensure understanding of and promotion of the educational objectives of the district; and, plans and administers programs of in-service for educational staff and parents,
8. Provides stewardship for reviewing, evaluating and making recommendations for instruction based on student performance and participation in enrichment and extended day opportunities.
9. Supervises and evaluates professional staff and extended day program staff.
10. Supports school administration to ensure coordination of district wide curriculum, instruction and assessment best practices for enrichment and extended day learning.
11. Writes grants to support existing programs and innovation in our schools
12. Performs other tasks and responsibilities as assigned by the Superintendent or Assistant Superintendent.

Qualifications:

Must hold a MA License in one or more of the following content areas:

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| a. English | b. English Language Learner | c. Social Studies |
| d. Foreign Language | e. Gifted and Talented | f. Other as deemed appropriate |

Masters Degree in one of the above, leadership, or staff development; Prior experience in a leadership role; Five plus years of teaching experience; Such alternatives to the above as the Superintendent deems appropriate and acceptable; Must be able to assist in the protection of students and school property, and assist the Principal in fire and other emergency drills as required by law and School Committee policy. To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily

Must be able to walk and stand on tile flooring for up to 1-2 miles per day, lift up to 25 pounds, bend and twist regularly at the waist, knees and neck.

Terms of Employment: Full time; 200 Days; Annual Salary and work year to be established by the Superintendent of Schools. This is a one year appointment.