



NASHOBA

Regional School District

Position: Curriculum, Instruction and Assessment Coordinator (CIA)
for Science, Technology, Engineering and Mathematics
(STEM)

Department/Location: Central Office/District; Teaching and Learning Department

Hours: 40 hours; Monday-Friday; 200 days; exempt

Organizational Scope:

Reports to the Superintendent of Schools; Supervises: PK – 12 Science, PK – 12 Technology Education (Drafting, Metals, Woods, CAD), PK – 12 Engineering, PK – 12 Mathematics

Job Goal:

To provide leadership in the ongoing development and coordination of curriculum, instruction and assessment in order that students show steady progress in meeting educational and social emotional standards in a developmentally appropriate manner.

Performance Responsibilities:

1. Facilitates the ongoing development and implementation of a philosophy of curriculum, instruction and assessment for STEM.
2. Provides leadership for all school committee, district personnel, parents and students to ensure understanding of and promote the educational objectives of the district; and, plans and administers programs of in-service for educational staff, parents, and school committee.
3. Observes teachers in their classrooms upon request of teachers or administrators and offers insights for the enhancement of the teaching and learning situation.
4. Provides leadership for reviewing, evaluating and making recommendations based on ongoing assessments.
5. Assists in the development and coordination of sections of the budget related to these content areas.
6. Facilitates ongoing research of best practices based on international, national and local data.
7. Facilitates professional development opportunities for staff in these departments
8. Assists in the recruitment, screening, hiring, and training of instructional personnel.
9. Supports and consults with principals and assistant principals to ensure coordination of district wide curriculum.
10. Communicates the approved curriculum to the professional staff.
11. Facilitates appropriate review cycle for curriculum, materials and adoptions.
12. Facilitates the appointment of committees for the ongoing coordination of grade level, department level and district wide support of curriculum, instruction and professional development.
13. Consults with the high school administration and faculty to formulate recommendations regarding graduation requirements.
14. Maintains a curriculum library for staff to use.

15. Plans, organizes and presides over departmental teacher meetings for each assigned curricular area.
16. Advises the principal on class loads and teacher subject assignment.
17. Prepares special reports to teachers, the superintendent, and the Board on the status of regular and special programs in assigned curricular area.
18. Assists in the development of educational specifications for remodeling projects or new construction.
19. Participates in the work of state and national curriculum associations and study groups.
20. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the superintendent.

Qualifications:

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

- a. Science
- b. Technology
- c. Engineering
- d. Mathematics

Masters Degree on one of the above, leadership, or organizational behavior

Prior experience in a leadership role (Department Head, Coordinator, Assistant Principal, or Director)

Such alternatives to the above qualifications 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.