

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Curriculum and Assessment Coordinators				
Department:	Assistant Superintendent				
Reports to:	Assistant Superintendent for Teaching and Learning				
Supervises:	n/a				
Description of job:					
<p>Grade Level: (6-8) Davisville Middle School ELA, Math, Science, Social Studies, Special Education (6-8) Wickford Middle School ELA, Math, Science, Social Studies, Special Education (K-5) District Elementary Writing, Math, Science (K-8) District PE/ Health, Art, Music (K-12) District Library, Nurse, ESL</p> <p>Must be full time staff member teaching the discipline of coordination at the assigned level.</p> <p>Under the general direction of the Assistant Superintendent for Teaching and Learning and assigned level principal(s) and the Director of Pupil Personnel (Special Education). The Curriculum and Assessment Coordinator has responsibility for leadership in areas of curriculum development and facilitation of content area common assessments and for advising and assisting the administration with content area professional development.</p> <p>Specifically, the Curriculum and Assessment Coordinator shall perform the following:</p> <ul style="list-style-type: none"> ● Assists administration in facilitating the development, implementation, and evaluation of the content area.. ● Assists administration in overseeing content area common planning and implementation of corresponding content area initiatives (i.e. development, implementation, analysis, and response to common assessments). ● Participates in district-required professional development initiatives pertinent to content area and facilitates content area meetings on professional development days and during after-school faculty meeting time as determined by administration. Develops agendas for these meetings and submits these to the Assistant Superintendent. ● Advises the Assistant Superintendent and building administration in developing, reviewing, and revising the curriculum for each course offering within the scope of the content area. ● Advises administration about the content area budget and selection of instructional materials. ● Acts as a liaison between the Assistant Superintendent and/or building principal and the content area staff. ● Submits requested reports to the Assistant Superintendent and building principals that describe content area activities. ● Attends scheduled meetings with the Assistant Superintendent and/or building principal, including the PD committee meetings. ● Communicates regularly with the High School Department Chair and coordinates articulation meetings for the middle and high school staff. Collaboratively develops the agenda for these meetings. ● Special Education: additionally assists the Director of Pupil Personnel in coordinating and updating special education documentation related to process and procedure. 					
Protective Personal Equipment:		n/a			
Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
<p>Classification Key: <i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i> <i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i> <i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i> <i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i> <i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i></p>					
Driving Requirements:		None: X	Manual:	Automatic:	

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Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.	x					
35 – 50 lbs.	x					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.	x					
35 – 50 lbs.	x					

PUSHING/PULLING						
Maximum push/pull: 20 lbs						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.	x					
100 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		x			
Standing		x			
Walking		x			
Bending		x			
Twisting		x			
Crawling	x				
Kneeling	x				
Squatting	x				
Climbing		x			
Reaching – Vertical		x			
Reaching – Horizontal			x		
Grasping		x			
Pinching		x			

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Manual Dexterity		x			
Fine Dexterity		x			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum of Bachelor Degree; minimum two years experience teaching the content area

License/Certificate/Certification:

RI Certification in the curriculum coordinator subject matter.

Technological and/or Technical Skills:

Skilled in using MS Office: Word, Excel and Google

Communication Skills:

- Demonstrated ability to draft clear and concise correspondence.
- Ability to compose and/or present written or oral reports as needed.
- Ability to communicate effectively with all levels within the organization including administration, staff and peers.

Planning Skills:

Demonstrable ability to effectively handle complex issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from staff members, students and administrators (multi tasking)

Interpersonal and Problem solving skills:

Ability to interact with administration and staff in an effective manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Two year commitment

\$2,000 annual stipend

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Evaluation:

Date: 5/2017, 3/2018