

HILLSBORO SCHOOL DISTRICT 1 J

9001

JOB DESCRIPTION

ELEMENTARY CURRICULUM LEADER EXTRA DUTY

DIVISION: Instruction
DEPARTMENT: School Building
IMMEDIATE SUPERVISOR: School Principal

GENERAL DUTIES: The elementary curriculum leader will support curriculum development and staff development within each school.

ESSENTIAL REQUIREMENTS:

- A. A minimum of a Bachelor's degree from an accredited institution
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- C. Demonstrates a very good command of the oral and written English language
- D. Three years in an elementary school and or an educational setting
- E. Knowledge of current state standards and a thorough understanding of instructional strategies
- F. The assignment will be filled a licensed person
- G. Physical requirements which may include:
 - 1. In an eight hour day the curriculum leader may:
 - a. Stand/walk 3 - 6 hours
 - b. Sit 2 - 4 hours
 - 2. The curriculum leader may occasionally:
 - a. Bend, kneel, squat
 - b. Climb stairs or ladders
 - c. Use hands for repetitive motions

ESSENTIAL RESPONSIBILITIES:

- A. The curriculum leader may:
 - 1. Attend District curricular content area meetings and serve as the liaison between central office and schools
 - 2. Assist and plan with the principal for grade level or cross grade level meetings

Page 1 of 2

Elementary Curriculum Leader: (Continued)
Essential Responsibilities: (Continued)

3. Assist and plan with the Site Council for school staff development activities
4. Communicate and articulate with the principal and colleagues regarding curriculum and assessment planning
5. Assist the principal in the ongoing process of curriculum evaluation
6. Assist colleagues implement the scope and sequence of grade level curriculum