

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	CURRICULUM TEAM LEADER	File 443
Reports to:	Superintendent	
Job Objective:	Provides leadership for the continuous improvement of the instructional program.	
Minimum Qualifications:	<ul style="list-style-type: none">· Program and organizational skills substantiated by training and/or work experience.· Master's degree or higher with training in curriculum and instruction is desirable.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Keeps current with advances in technology and workplace innovations that enhance productivity.· Keeps current on curriculum research, etc.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Provides leadership to facilitate curriculum improvements, staff development activities, and achievement test readiness.· Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Helps facilitate community participation in activities that enhance student learning.· Keeps current with the state academic content standards and resources.· Monitors exemplary instructional practices/innovations. Serves as an information resource.· Analyzes student achievement and competency-based test results. Recommends strategies to enhance student learning and improve test performance.· Recommends the addition of courses, prerequisite academic requirements, grade placement of courses, curriculum guide revisions. Develops procedures to implement new or revised curriculum guidelines.· Prepares recommendations that enhance organizational effectiveness (e.g., pupil management, academic intervention procedures, scheduling, staffing, etc.).· Assesses program needs. Evaluates the relevance of new technology. Recommends textbooks, instructional materials, and classroom equipment. Oversees process for textbook adoption.· Suggests priorities and program options to ensure the equitable allocation of available resources.· Promotes the continuity of the instructional program. Provides insights about student skill progression. Promotes academic success as an important priority for all students.· Provides leadership in the planning of staff in-service programs. Works with supervisors to improve staff competencies.· Meets with sales representatives. Schedules demonstrations.· Encourages program innovations. Assists with the preparation of foundation/grant proposals as directed. Implements funded proposals and comply with reporting procedures.· Collaborates with building leadership / staff. Participates in the New Staff Orientation.· Represents the team at meetings outside the district as directed.· Implements rules/procedures that promote the correct use and care of program resources.· Requests permission and follows board-approved procedures for the disposal of fixed assets.· Respects personal privacy. Maintains the confidentiality of privileged information.· Supports DLT, BT and TBT as needed.· Provides teacher support through planning, modeling, co-teaching, walkthroughs with feedback and professional development.· Oversees the development of benchmark and quarterly assessments.· Participates in the development of the district improvement plan and actively monitors the components.	

- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Skillfully manages individual, group, and organizational interactions.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board Of Education.

The Lima City School District Board Of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08