

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 9/20/06

Budget Year: 2006/2007	Budget Code: 01-1100-000-00-00-000 #194
Contingency Budget: 220 - Social Security 260 - Worker's Comp. 212 - Dental 230 - Retirement 211 - Medical 213 - Life Ins.	
Position Title: Reading Curriculum Coordinator	# Hours per day: from: to:
Assigned School for the Year: District	

Salary (check one)

- ☒ \$ 1,573
☐ Commensurate with qualifications and experience
☐ Per contract or salary plan

Type of Employment (check all that apply):

- ☐ Permanent ☐ Temporary ☒ Supplemental Contract
☐ Administrative ☐ Certificated ☐ Support

Reason (check applicable reason):

- ☒ New Position ☐ Increased workload (temporary only)

Justification: Why do you need this position filled? (Please be specific).

1. Reading Instruction is key component of WCSD Curriculum
2. Need for a Reading Expert in Leadership position
3. 2006/2007 is Reading Curriculum Review year.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: Board approval on Oct. 9, 2006 - 10 day postin/start date Oct. 25, 2006

Journals and newspapers

- ☐ Warren Times Observer ☐ Jamestown Post Journal ☐ Erie Times
☐ Pittsburgh Post Gazette ☐ PA State Colleges
☒ Other Internal Posting
☐ Professional Journals (Please provide title, exact address, phone number & fax number)
- _____
- _____
- _____

ITEM 3: QUALIFICATIONS (Specify required or preferred education, skills and experience as appropriate. Attach a copy of the job description for the position which lists job classifications, start and ending dates of position and the exact number of hours and times to be worked.)

WCSD Reading teacher
Experience in curriculum development
Instructional Leadership experience

See attached Curriculum Coordinator
Job Description

ITEM 4: MEMBERSHIP OF THE SEARCH COMMITTEE (Designate Chair)

Recommended by Dr. J. Hugh Dwyer and approved by teh Superintendent with action by Personnel Committee and WCSD Board of School Directors

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

Senior qualified bidder

REQUESTED BY:		APPROVED BY:	
Administrator Signature	Date	Director Signature	Date
		Superintendent Signature	Date

WARREN COUNTY SCHOOL DISTRICT

CURRICULUM COORDINATOR

JOB DESCRIPTION

A. GENERAL RESPONSIBILITIES

The primary functions of the Curriculum Coordinator are to serve as the district's subject area expert, to coordinate curriculum development and to coordinate the programs and activities of the subject area.

1. Advise the administrative and teaching staff on curricular matters; and serving as the district expert in his/her curricular area;
2. Work with the central administration to facilitate professional development;
3. Lead in the implementation of the district's Curriculum Development, Adoption and Review Policy;
4. Work with central administration to interview and recommend the hiring of teachers in his/her curricular area.

The Curriculum Coordinator is directly responsible to the Assistant Superintendent/Executive Director of Curriculum and Instruction.

B. SPECIFIC RESPONSIBILITIES

1. Advisor/Expert:
 - a. Work with department chairs, principals and other professional staff in inventorying and purchasing instructional materials;
 - b. Be cognizant of contemporary curriculum trends and research in the subject area;
 - c. Explain the curriculum and instructional program to the Board and the public; and
 - d. Serve on district curriculum related committees as needed.
2. Professional Development:
 - a. Provide in-service programs and training for faculty regarding the implementation of the curriculum in curriculum review cycle years one and two, and annually during the district professional development day.

3. Curriculum Review:
 - a. Make recommendations for changes and modifications in the subject area curriculum and instructional program. Assume leadership in reviewing the curriculum, textbook and materials adoption and implementation of the curriculum.
4. Teacher Selection:
 - a. Work with the Human Resource Department in interviewing and recommending teachers in the subject area.

C. DUTIES

1. Attend monthly Curriculum Coordinator Meetings;
2. Prepare annual goals to be submitted and approved by the Assistant Superintendent;
3. Prepare an annual year-end curriculum area report to the Assistant Superintendent.

Curriculum coordinators will be allotted up to ten school days during the school year to perform some of their duties and responsibilities.