

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: August 24, 2006

Budget Year: 2006/2007	Budget Code: 01 2270 800 00 00 171/128 *
Contingency Budget: * Also included are accounts: 220 - Social Security 260 - Worker's Comp 212 - Dental 230 - Retirement 211 - Medical 213 - Life Insurance	
Position Title: Project Art Smart II Coordinator	# Hours per day: from: to:
Assigned School for the Year: District	

Salary (check one)

- ☒ \$.5 FTE Teacher position plus benefits from the Project Art Smart Grant application if it is approved.
☐ Commensurate with qualifications and experience
☐ Per contract or salary plan

Type of Employment (check all that apply):

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

Reason (check applicable reason):

- ☒ New Position ☐ Increased workload (temporary only)

Justification: Why do you need this position filled? (Please be specific).
1. To complete the evaluation phase of a four year Project Art Smart II Grant, a federal grant.
2. To continue assisting staff in the implementation of the "fine arts integration project" at the elementary and middle school levels.
3. To assist the project director in the implementation of the grant. Project Director is Dr. Sechriest.
4. Assist the project director with grant dissemination.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: When funding is officially approved by the Office of Education

Journals and newspapers

- ☐ Warren Times Observer ☐ Jamestown Post Journal ☐ Erie Times
☐ Pittsburgh Post Gazette ☐ PA State Colleges
☒ Other None - Person selected from the project coordinators or teachers who complete training in
☐ Professional Journals (Please provide title, exact address, phone number & fax number) The Art Smart

_____ Program.

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.) See attached Curriculum Coordinator sheet with modification as approved by the Office of Education.

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

Recommended by Dr. Sechriest and approved by Grant Steering Committee with recommendations forwarded to the Personnel Committee of the WCSD Board of Education.

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

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.