

Job Description, Goals, and Responsibilities:
Curriculum Toolbox Co-Chair
District 145 - Waverly

Description:

The Curriculum Toolbox Team Co-Chair is a certified staff member with expertise in teaching and learning and/or a high level of interest in a specific content area. This teacher-leader will collaboratively facilitate the development of curriculum, instructional practices, and assessments for Kindergarten through 12th grade in an identified content area.

Job Goals:

- Lead the K-12 curriculum development process using Curriculum Toolbox materials provided by District 145 - Waverly and ESU 6.
- Build professional relationships across district positions.
- Develop leadership capacity within the school and district.
- Establish and implement a district-wide system for the continual school improvement of learning and achievement.
- Utilize personal strengths and talents to be fully engaged within the district.

Primary Responsibilities:

- Attend training in the Curriculum Toolbox process with fellow CT Co-Chairs.
- Understand and focus upon the needs of all children throughout the process.
- Model on-going learning and leadership that further develops professional relationships and classroom practices.
- Facilitate the piloting and implementation of the district's curricular, instructional, and assessment beliefs.
- Utilize Curriculum Toolbox resources to lead CT Team of teachers in the K-12 curriculum development process.
- Communicate and lead professional development with staff at the building and district level.
- Identify and use resources (such as best practice articles from professional journals, curriculum mapping guides, etc.) that will enhance the CT process.
- Complete the full cycle of curriculum development (the first two years are vital in establishing a solid foundation for the curricular area).
- Utilize and develop leadership and expertise throughout the curriculum development process.
- Collaborate with CT Team members, building principals, and the Curriculum Director on an on-going basis.
- Others as deemed necessary to assure the CT process' success.

Coordination and Communication:

- Supervised by Curriculum Director