

Job Description, Goals, and Responsibilities:
Curriculum Toolbox Team Member
District 145 - Waverly

Description:

The Curriculum Toolbox Team Member is a certified staff with expertise in teaching and learning and/or a high level of interest in a specific content area. This team member will work collaboratively, positively, and thoughtfully in the development of curriculum, instructional practices, and assessments for Kindergarten through 12th grade in an identified content area.

Job Goals:

- Actively participate in 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 and actively participate in all phases of the Curriculum Toolbox (this may require time outside of the classroom).
- Understand and focus upon the needs of all children throughout the process.
- Utilize Curriculum Toolbox resources throughout the K-12 curriculum development 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 personal teaching leadership and expertise throughout the curriculum development process.
- Collaborate with CT Team teacher-leaders, CT Team members, building principals, and the Curriculum Director on an on-going basis.
- Communicate and lead professional development with district and building level staff.
- Apply knowledge and understanding of teaching, learning, curriculum, and assessment during the CT phases and within the classroom and school.
- Provide specific and constructive feedback on teaching and learning resources.
- Be a positive influence for others.
- Speak on behalf of teachers in the content area and grade level(s).
- Others as deemed necessary to assure the CT process' success.

Coordination and Communication:

- Supervised by the Curriculum Director