

WESTFORD PUBLIC SCHOOLS
Westford, MA 01886

TITLE: Secondary STEM Curriculum Coordinator (gr. 6-12)

QUALIFICATIONS:

- Hold a master's degree in education with specific coursework in technology and math, science and/or engineering (preferred)
- Have a minimum of five years of successful teaching experience at the secondary level
- Possess leadership skills and the ability to work collaboratively with teachers, administrators, and consultants
- Understand standards-based curriculum development, best practices, program evaluation, child growth and development, effective instructional strategies, classroom management, valid assessments and diagnosis and research related to learning
- Have in-depth knowledge of the MA State Frameworks in the areas of math and science
- Understand the various stages of technology integration and possess skills in seamlessly integrating digital learning into the curriculum, enhancing the student experience.

REPORTS TO: Assistant Superintendent of Curriculum & Instruction

JOB GOAL: Facilitates the development, evaluation, organization, and implementation of secondary assessment, curriculum, and instructional programs in math and science to ensure that all students meet and/or exceed state standards in these areas. Communicates and works collaboratively with the leadership team to nurture common understandings and practices in these content areas. Works closely with the science and math Lead Teachers to oversee materials, processes, etc at the high school level.

SUPERVISES/EVALUATES: Assigned Math and Science Staff Members

DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Collaborate with the Assistant Superintendent with curriculum planning and revision
2. Promote high standards and expectations for students and staff for creating a strong learning environment and academic performance
3. Identify valid and reliable data sources on student achievement, including but not limited to MCAS, analyze the data to determine needs, strengths and weaknesses including benchmark assessments and interventions to raise student achievement
4. Communicate curriculum and data trends to impact practice with all district stakeholders
5. Document district curriculum, assessments, and updates and share with stakeholders
6. Develop, plan and implement professional development for teachers that supports evidence-based, differentiated practices within the areas of math and science
7. Demonstrate model lessons supporting district curriculum and initiatives
8. Facilitate and assists teachers in developing units based on state standards that offer differentiation to meet the needs of all learners
9. Work cooperatively with other curriculum coordinators to meet district goals
10. Plan department Task Team meetings, as needed, where there is a review and development of curriculum materials, and assessments

11. Assist building principals with the supervision and evaluation of teaching staff using district determined criteria
12. Hire, supervise and support math interventionists and assist with hiring of Math and Science teachers, as needed
13. Keep abreast of current valid research and methodology related to curriculum and instruction in selected content areas and disseminate professional information and materials to staff
14. Use consistent and strategic coaching approaches when collaborating with teachers to design and implement high quality, technology-enhanced learning experience for all students
15. Collaborate with teachers and administrators to select and evaluate digital tools and resources that enhance teaching and learning
16. Develops budget requests for Assistant Superintendent's consideration
17. Assists with override process at the high school level
18. Provides guidance department the necessary information to build schedules for math and science at the high school
19. Communicate, as needed, with students and parents/families regarding matters pertaining to math/science content, courses, etc. that are beyond the scope of the teacher.
20. Execute other duties assigned by the Assistant Superintendent and Building Principals

The essential functions and/or duties listed above are illustrations of the type of work that is performed and is not an exhaustive list of the duties and performance responsibilities for this position. Other duties may be assigned as directed by the Assistant Superintendent of Curriculum and Instruction.

CERTIFICATION: Hold a MA Teaching License and a Supervisor/Director License is preferred

TERMS OF EMPLOYMENT:

- 197 days: Teacher school year and an additional twelve days
- Salary is defined by appropriate step on the teacher's salary schedule with a stipend
- Benefits as specified in WPS Collective Bargaining Contracts Unit A and Unit B

EVALUATION: Formal evaluations will be performed as established in the Agreement between the Westford School Committee and the Westford Education Association, Unit B.

The Town of Westford is an EEO/AA Employer

Updated 4/1/2021