



Talawanda School District

Dennis Malone
Director of Human Resources

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April 15, 2019

NOTICE OF VACANCY FOR CERTIFICATED/LICENSED PERSONNEL

The following position is a vacancy for the 2019-20 school year. A valid Administrative Specialist in Curriculum Instruction and/or PreK-12 Principal/Superintendent license, and a minimum of 3 years of successful teaching experience. Master's or Graduate degree in curriculum development, instruction and assessment. Preferred Curriculum Development experience in PreK-12. Must be OTES credentialed.

Curriculum Coordinator

Talawanda School District is located in beautiful southwestern Ohio, 30 miles north of Cincinnati and is accessible to Hueston Woods State Park, a community bike path, and numerous athletic fields and nature areas. Talawanda School District is 144 square miles incorporating the City of Oxford and 4 surrounding townships and serves just over 3000 students each year. Talawanda School District has a history of educational excellence and provides a rigorous curricular program with many opportunities for fine arts and electives. Talawanda is a fiscally solvent district, and the community has invested in new facilities and has modernized all of our school facilities across the district over time to provide an optimal learning environment. Talawanda Schools also enjoys a premier educational partnership with Miami University. The Talawanda community offers many educational and cultural experiences and a great quality of life.

Positions available: 2019-20 school year

Application deadline: April 30, 2019

Please apply at: www.applitrack.com/bcc/onlineapp/default.aspx

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The Talawanda School District is dedicated to the provision of equal educational opportunities and equal employment opportunities without regard to race, color, national origin, gender, or disability. This policy of non-discrimination is in accordance with Title VI of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Minority candidates are encouraged to apply.

Talawanda Curriculum Coordinator Job Description

Title: Curriculum Coordinator PreK-12

Supervisor: Director of Teaching and Learning

Classification: Administrator

I. Accountability Objectives:

A PreK-12 curriculum coordinator is responsible for providing instructional leadership across subject areas. Position objectives include studying, evaluating, and implementing research based curriculum and instruction; providing leadership in the development, articulation, and implementation of an instructional program; improving the instructional program by assisting with program evaluation; preparing and implementing for state, federal, and district assessments; working for the Director of Teaching and Learning on the CCIP, Federal Programs, and other duties as assigned by the Director of Teaching and Learning, and assisting in the coordination of relevant staff development

II. Position Characteristics;

Salary: Starting at \$62,000 and based upon experience. Comprehensive Health/Medical Benefits.

Length of Contract: 215 Days

III. Position Relationships:

Reports to: Director of Teaching and Learning

Coordinates with: Superintendent, Director of Teaching and Learning, principal, student services special education, teachers, IT, curriculum department, department/grade level heads, and other staff members

Type of Coordination: Curricular and assessment development to meet the PreK-12 curricular and assessment needs in alignment with the PreK-12 programs

IV. Position Qualifications:

State of Ohio Curriculum license and/or PreK-12 Principal/Superintendent license with a minimum of 3 years of successful teaching experience. Master's or Graduate degree in curriculum development, instruction and assessment. Preferred Curriculum Development experience in PreK-12. Must be OTES credentialed.

Excellent writing, communication, and public skills required. Outstanding organizational and planning abilities strong ability to collaborate and work effectively with individuals and groups, Knowledgeable in the areas of instructional methods, assessments and theory, desire to serve as a team player, able to facilitate groups, problem solving, and conflict resolution skills, strong leadership skills, and outstanding coaching skills are required. Must be flexible and willing to take on additional duties as assigned.

Understands state and federal requirements. Able to work independently and manage projects independently. Able to use computers and other forms of technology to gather data, communicate, determine next steps, and report information to administrators, Board members, staff, parents, students, and community agencies/people.

V. Position Responsibilities:

- A. Serves as a resource person in curriculum, instruction, and assessment across all subject areas
- B. Develops, coordinates and monitors the curriculum, instruction and assessment program and oversees updates for these programs
- C. Works for the Director of Teaching and Learning
- D. Provides leadership to assure correlation between district curriculum and district/state/federal standards
- E. Provides input for the Teaching and Learning budget
- F. Previews new instructional materials and arranges piloting by teachers
- G. Studies and evaluates new instructional techniques and best practices for possible use by classroom teachers
- H. Assists in the evaluation of academic programs, grading and assessment, and the effect on student achievement
- I. Leads and coordinates staff development
- J. Assists, mentors, and coaches staff with the implementation of curriculum, instruction, and assessments
- K. Assists staff with the implementation, refinement, and follow up with curriculum adoptions and instructional materials
- L. Assists in the selection of curriculum and instructional materials
- M. Oversees and maintains compliance with testing and assessment set up, administration, implementation, and analysis of data
- N. Coordinates projects with other curriculum coordinators, program support staff, administrators, and the Director of Teaching and Learning
- O. Works with building principals and teams to develop and implement the continuous improvement process (data analysis, goal setting, action plans, etc.) and best practices
- P. Assists with coordination of instructional support for new teachers
- Q. Assists with Federal Grants, CCIP, Assessment, Curriculum, Instruction, and other grants.
- R. Evaluates teachers
- S. Maintains confidentiality
- T. Performs other duties as needed

April 8, 2019