



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 400 Extra-Duty Assignments
TITLE: 001 Curriculum Facilitator

TITLE:	Curriculum Facilitator
QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate for the State of Missouri* Selected by the Superintendent, Assistant Superintendent, and the Coordinator of Curriculum & Instruction.
REPORTS TO / EVALUATED BY:	Coordinator of Curriculum & Instruction
SUPERVISES:	none
TERM OF POSITION:	10-Months + 20 additional days throughout the summer months
SALARY:	Applicable column and step on the school district's salary schedule Extra-duty stipend for the additional 20 days
VACATION:	none
CONTRACT:	One-Year Contract
JOB GOAL:	The goal of the Curriculum Facilitator is to assist the Coordinator of Curriculum & Instruction in providing leadership in the ongoing development and improvement of the overall instructional programs of the school district.
RESPONSIBILITIES:	<ul style="list-style-type: none">* The Curriculum Facilitator will be responsible for overall building curriculum development and instructional services under the strict guidance and direction of the Coordinator of Curriculum & Instruction.* The Curriculum Facilitator will serve as the liaison between the Coordinator of Curriculum & Instruction and all Department Chairs.* The Curriculum Facilitator will work with the Coordinator of Curriculum & Instruction, the Building Principals, the Department Chairs, and the Guidance Counselors in assessment data analysis, coordinating a "plan" within department goals, benchmark assessments, activities, and resources.* The Curriculum Facilitator will work with Department Chairs to coordinate the subject matter of each department, establish objectives, and assist in curriculum work and development for each content area.* The Curriculum Facilitator will provide leadership to their respective building on the best current practices in all content areas, and assume the building leadership role in the curriculum writing/revision and implementation process.* The Curriculum Facilitator will work with the Coordinator of Curriculum & Instruction to ensure articulation between the Central Office, all buildings, and all departments.* The Curriculum Facilitator will facilitate the process of taking the written, taught, and tested curriculum and forming "one" active, working curriculum. This curriculum will meet the Show-Me-Standards and content standards while preparing students for mandated testing.



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 400 Extra-Duty Assignments
TITLE: 001 Curriculum Facilitator

- * The Curriculum Facilitator will assist the Coordinator of Curriculum & Instruction in orientation of the district's "new" teachers to review information concerning curriculum, assessment, and budget.
- * The Curriculum Facilitator will attend all district-wide curriculum meetings.
- * The Curriculum Facilitator will attend all building-specific department meetings and provide assistance when needed.
- * The Curriculum Facilitator will meet with other respective building curriculum facilitators to review programs, coordinate curriculum from grade to grade, and articulate ideas.
- * The Curriculum Facilitator will hold and conduct curriculum meetings with all Department Chairs on an on-going basis.
- * The Curriculum Facilitator will provide brief, written updates on a monthly basis to the Coordinator of Curriculum & Instruction.
- * The Curriculum Facilitator will provide building department summaries on an annual basis to the Coordinator of Curriculum & Instruction.
- * The Curriculum Facilitator will explore professional development opportunities for staff and make recommendations to the Coordinator of Curriculum & Instruction for improving student performance.
- * The Curriculum Facilitator will assist the Coordinator of Curriculum & Instruction in overseeing all curriculum-related documentation and written summary areas of the MSIP evaluation process.
- * The Curriculum Facilitator will perform all other duties as assigned by the Coordinator of Curriculum & Instruction, Building Principal, Assistant Superintendent, or Superintendent.

Hancock Place School District
Date Approved: December 14, 2005