



TREYNOR COMMUNITY SCHOOLS

Position: Content/Curriculum Lead

Stipend: \$1,500

Total Number of Personnel: 10

- K-5: ELA, Math, Science, Social Studies, & Specials
- 6-12: ELA, Math, Science, Social Studies, & Specials

Days Beyond Contract: 3

Reports to: *Building Principal*

Job Description — The K-12 Content Lead will collaborate with the K-12 TLC Lead and building principals to build curriculum using the four phases of the TCSD Curriculum Review Process. These TLC personnel will continue to fulfill 100% of their classroom duties.

Primary duties include:

- **Phase I** - Review the current reality of the content under review including gathering information regarding the following:
 - 5 year summary of grade levels and courses taught in subject area, including enrollment in each class
 - Alignment of “what is taught” with “what is required/recommended” by the Iowa Department of Education
 - List of staff members teacher the grade-level curriculum and courses
 - Professional development of the staff members regarding the content under review
 - Student data on success/progrss in the content area
 - Resources presently used to teach courses
- **Phase II** - Conduct the internal audit (what is currently happening in the content area) and the external audit (what are current best practices including national/state mandates and standards).
 - Complete the vision for the content area
 - Finalize the goals for the content area
 - Review/revise/write/adopt K-12 standards for content area
 - Plan for facilitation of professional learning to assure district-wide implementation of the new curriculum.
- **Phase III** - Explore and finalize the curriculum that will be purchased and adopted by the district for the content area.
 - Explore instructional materials/resources
 - Oversee the piloting of instructional materials by the teachers

- Present recommended curriculum to the building principals for approval
- Assures district-wide professional learning for all teachers of the content area/program
- Ongoing professional development work around instruction and assessment during year 3, 4, 5, & 6
- **Phase IV** - Program evaluation of the implementation and assessment of students' success with the K-12 curriculum
 - Gather data in the preparation for the internal audit of Phase 1
 - Use data to recommend and plan additional professional learning
 - Provide an update of progress on district assessment to the superintendent
 - Prepare for Phase 1 of the review process
 - Share current research, trends and issues, and best practices
 - Reports program evaluation, including assessment data, to the superintendent and board of education.

Expectations Include:

- Participates in leadership meetings at least 2 times per year with all TLC Leadership positions.
- Participates in all Professional Development sessions.
- Participate in building and/or district observation days.
- Provide documentation of duties performed.
- Serve as the grade-level or building-level contact for support when teachers need or request assistance.
- Promote the expectations of the school district in a positive way.

- ❖ [TCS D Curriculum Review Process](#)
- ❖ [TCS D Curriculum Review Process by Year](#)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____