

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

Job Description

- I. **JOB TITLE:** Curriculum Coordinator
- II. **CERTIFICATION/QUALIFICATIONS:** Professional teaching certification; tenured member of the department he/she represents. CT 092 certification preferred.
- III. **WORK YEAR: Teacher year plus two days.** Up to five release days may be requested during the school year to facilitate completing the responsibilities of the office.
- IV. **REPORTS TO:** Chief Academic Officer
- V. **JOB GOAL:** To support the department by providing the leadership necessary for it to function effectively.
- VI. **MAJOR RESPONSIBILITIES:** The coordinator will be expected to fulfill the following performance responsibilities in addition to his/her teaching assignment:
 - 1. Maintains adopted curriculum and developing new curriculum and implementation procedures as needed, including presentation of curriculum documents to Board of Education.
 - 2. Leads professional learning opportunities for department members in cooperation with other departments.
 - 3. Plans and leads department meetings.
 - 4. Formulates the department's district budget request.
 - 5. Organizes department textbook inventory and distribution where appropriate.
 - 6. Aids in processing text and supply evaluations and adoptions.
 - 7. Is available, within the limitations of the assignment, as a resource to department staff and administrators to support department or curriculum objectives.
 - 8. Maintains ongoing communication with the Chief Academic Officer.
- VII. **PROFESSIONAL ATTITUDE:** Cooperates with colleagues; demonstrates through professional growth an interest in educational concerns; maintains the ethics of the profession.
- VIII. **STIPEND:** Stipend or FTE, as per negotiated agreement.