

## Curriculum Chair



**Reports to:** Director of Teaching, and Learning

### Responsibilities:

Work with classroom teachers, Department Chair, CSS, Literacy and Math Coaches, Principals, and Director of Teaching, Learning and Assessment to continuously improve standards-based student learning and teaching in the School District of Menomonee Falls by facilitating and providing leadership in the following:

- Lead the team to continuously update standards-benchmarks-assessments.
- Lead the staff in the implementation of best practice and standards-based student learning and teaching.
- Lead the review of instructional materials, equipment and supplies for any updates or needs related to emerging understanding of best practice and/or changes in SDMF standards-based learning and teaching.
- Collaborate in development and management of department budget at request of Department Chair.
- Facilitate and assist in communication with parents and community.
- Address issues of concern with staff, parents and district.
- Coordinate/facilitate staff and personal attendance at appropriate workshops, conferences and other professional development opportunities to maximize understanding and development of emerging best practice among staff.
- Work with other curriculum areas to integrate concepts based on standards and benchmarks.
- Collaborate with other curriculum chairs in same subjects to vertically align learning outcomes, assessments, and instructional units.
- Facilitate curriculum sub-committee and other meetings as needed.

