

Agawam Public Schools
Common Core Facilitators

Responsibilities:

Effective Curriculum & Instructional Leadership

Provide leadership and assists building/district administrators with the implementation of the Massachusetts Curriculum Frameworks, the Common Core of Learning, and the district curriculum, to a) ensure consistency of the core curriculum and b) to improve the instructional program

Plans, schedules and conducts monthly department meetings. Submits monthly agenda to administration

Communicates and cooperates with curriculum leaders at all levels to ensure development and implementation of an articulated coordinated program for curriculum, instruction and assessment. Attends district level meetings for department as scheduled.

Takes the initiative and responsibility to continuously improve and revise grade level curriculum and instruction. Participates actively with peers to improve curriculum & instruction.

Interacts with consultants and sales representatives in the selection of curricular and instructional books, supplies, and equipment for the department/grade level.

Effective Organizational Leadership

Acts as a liaison, a communication link, between the school administration – building and district level – and the members of the department.

Maintains an up-to-date inventory of the grade level's supply, textbook, and equipment needs.

Provides input, when requested, in the development, implementation, continuance, and revision of department, building, and district policy.

As part of a support team that includes a mentor, assists new teachers in adjusting to their position as needed.

Effective Planning and Assessment of Curriculum and Instruction

Provides input, when requested, in planning and administering assessment procedures (district and DESE) to evaluate student progress and to check the effectiveness of the instructional program.

Submits to the building principal and to the Central Office a written, end-of-the-year summary of the work and progress of the department, together with suggestions for changes or improvements.

Currency in the Curriculum

Keeps current in assigned curricular area, reads professional publications, and disseminates information about new developments to the teachers in the department.

Encourages department/grade level teachers to participate in professional organizations and professional development opportunities to ensure currency in the department/grade level.