

WESTON

PUBLIC SCHOOLS

WESTON, MASSACHUSETTS 02493 • TEL

781-786-5220

FAX 781-786-5209

Pamela Bator
Assistant
Superintendent

Elementary Curriculum Specialist Job Description

- Create innovative, integrated, standards-based curriculum units to meet the dynamic needs of today's learners
- Collaborate closely with other elementary curriculum specialists (ELA, Math, Science and Social Studies, and Technology)
- Support and coach teachers on implementation of curricula in classrooms through co-teaching and modeling of lessons
- Develop and communicate curricular changes to teachers
- Stay current in educational research and trends and communicate changes with teachers and other leadership faculty
- Purchase relevant materials for established units and locate sources of updated and improved curricular materials
- Analyze MCAS and other assessment data and follow-up with teachers, principals, and Assistant Superintendent of Curriculum and Instruction
- Support IST (building based Instructional Support Teams) and RTI model
- Collaborate on curricula review and revision and other long-range planning
- Use technology as an every day tool for teaching, learning, and communicating
- Communicate effectively with and between schools and classrooms through being present equally in all three buildings

- Meet with 6-12 Department Heads as needed for vertical articulation
- Work closely with district leadership to help communicate and work on long-range goals
- Create and facilitate summer workshops based on the needs of the district
- Participate in Weston's Teacher Evaluation System as a full evaluator
- Other duties as defined by Assistant Superintendent of Curriculum and Instruction