



PLYMOUTH-CANTON

COMMUNITY SCHOOLS

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PLEASE GIVE THE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

POSITION: **Curriculum Coordinator– 1.0 FTE**
Math (K-12), Visual and Performing Arts (K-5)
(1)Position

Plymouth-Canton is seeking to employ culturally responsive professional educators who are able to support and sustain equity-focused instruction for all learners. These educators create high achieving learning environments that support student growth. They understand the importance of identifying and systematically applying differentiated instruction and assessment to improve the achievement levels of our culturally and linguistically diverse student population.

JOB GOAL:

To actively aid and support staff in improving their knowledge, skills, and effectiveness in meeting the educational needs of students. To meet and coach individual teachers and groups of teachers as they discuss and learn about curriculum, instructional pedagogy, assessment, Multi-tiered System of Supports (MTSS), Instructional Differentiation, and a broad array of research-based teaching practices. To actively aid and support curriculum teams in the development of high-quality curriculum.

QUALIFICATIONS:

1. Bachelor's Degree in Education
2. Possess valid Michigan teaching certificate.
3. Valid Michigan Administrator Certificate
4. Minimum of five (5) years of successful teaching experience.
5. Possess and demonstrate strong presentation skills.
6. Ability to establish rapport with peers and students.
7. Communicates clearly and concisely using both written and oral methods.
8. Knowledge of Michigan standards, benchmarks and grade level expectations for mathematics, visual arts and performing arts.
9. Thorough knowledge of NWEA data and reports and how to use the data to analyze curriculum and inform instruction.
10. Thorough knowledge of M-Step data, test construction, reports and how to use the data to analyze curriculum and inform instruction.
11. Knowledge of interventions that support student learning.
12. Experience in curriculum development processes.
13. Expert knowledge in research-based instructional strategies and the ability to implement them effectively.
14. Knowledge in the use of technology to support high-quality instruction.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership for K-12 mathematics and K-5 visual and performing arts in the areas of curriculum, instruction and assessment.
2. Communicates the philosophy, goals and objectives of the district instructional program to the students, parents, staff members, and to the community at large.
3. Monitors adherence to the approved curriculum and appropriate instructional practices.

4. Works collaboratively as a member of the district leadership team to meet and exceed district goals.
5. Evaluates and reviews instructional materials in collaboration with district staff.
6. Stays current with research and trends through personal learning and active participation in local, state, and national professional organizations.
7. Attends and participates in Board of Education meetings when needed, as well as in appropriate committee meetings to support the work of the district.
8. Works directly with the staff in the Department of Teaching and Learning in the establishment of program priorities and action plans to carry them out.
9. Ensures compliance with all policies of the Board of Education and administrative guidelines and procedures by administrators, staff, and students.
10. Teaches through the use of methods commonly referred to as best practices.
11. Builds rapport with teachers, students and community.
12. Coordinates the evaluation of programs so that all schools will be following the same sequential course content appropriate to their level.
13. Designs and models common assessments as part of curriculum integration.
14. Leads appropriate committees in the area of responsibility.
15. Designs and presents workshops to support on-going professional development.
16. Designs and models instructional interventions that address specific student learning needs.
17. Uses data to make decisive decisions regarding best practices.
18. Provides staff with necessary curriculum materials to accommodate their students' needs.
19. Assists in providing professional development regarding curriculum materials and how they can best be used to inform and instruct.
20. Models appropriate strategies to implement district curriculum.
21. Follows Board of Education policies and district procedures for the development of curriculum documents and the adoption and purchase of instructional materials.
22. Other duties as assigned by the Director of Curriculum and Professional Development.

REPORTS TO: Director of Curriculum and Professional Development

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Certified Personnel.

SALARY: Plymouth Congress of Administrators (PCA) payscale

METHOD OF APPLICATION:

Step 1 – Complete the online application: https://hr-applications.pccsk12.com/Job_List.aspx
Complete the entire online application including the Teacher Supplemental section, and upload the following documents in the File Upload section:

- **Resume**
- **Cover Letter (attach in resume section)**
Address letter to Dr. Liz Vartanian-Gibbs
- **Three Letters of recommendation**
- **Copies of official transcripts for all degrees earned**
- **Copy of valid Michigan teaching certificate**

Please note that documents attached to your online application will need to be one of the following file formats: .jpg, .tif, .doc, .pdf, or .gif. Files should be no larger than 8.5" x 11" scanned in black and white or 256 grayscale. Because all required documents are attached to the online application, it is not necessary to submit paperwork to our office.

Step 2- Apply for the position

From the main page of the online application system in the 'Available Jobs' section, click 'APPLY' on the right-hand side of the page next to the posting. The job will then appear at the top of the page in the 'Jobs You Have Applied For' section.

DEADLINE FOR APPLICATION: Thursday, July 11, at 4:00 pm

Dr. Liz Vartanian-Gibbs
Assistant Superintendent of Human Resources

Questions, contact Jamie Senkbeil
Employment Coordinator
734-416-4836, jamie.senkbeil@pccsk12.com

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