

An Equal Opportunity/Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING **May 5, 2021**

POSITION: ELA Curriculum Leader (K-12)

EFFECTIVE DATE: July 1, 2021 – June 30, 2022

REPORTS TO: Assistant Superintendent for Curriculum & Instruction

REQUIREMENTS: Certified ELA Teacher, currently holding tenure in the Troy City School District

ROLE DEFINITION: This leadership position provides peer-level support for district curriculum and instructional initiatives.

TYPICAL WORK ACTIVITIES:

- Coordinate, prepare and distribute all State assessment materials;
- Coordinate regional scoring of State assessments;
- Maintain and complete all required documents related to the testing program for the NYSED;
- Work with assigned teachers to prepare for NYS, local, grade-level and/or subject area assessments. Assume responsibility for building-level implementation/management of assessments, as assigned;
- Work with teachers to align curriculum with NYS standards and assessments;
- Provide assistance to all teachers in the acquisition of instructional and curricular supplies and equipment;
- Manages textbook inventory by department; collects book assignments from teachers, and forwards missing book list to Business Office at end of the year;
- Stay current with regard to SED and professional organization changes, updates, mandates, etc.;
- Stay professionally active through relevant coursework, staff development opportunities, and membership in professional organizations;
- Visit classrooms regularly to provide modeling and coaching to teachers and teaching assistants;
- Participate in Peer Coaching Policy, as defined by TTA and the District;
- Chair and/or attend regular meetings (including Professional Development Committee meetings) with the Assistant Superintendent, Building Principals, other Curriculum Leaders and Field Discipline Leaders, as directed by the Assistant Superintendent for Curriculum & Instruction;
- Lead after school, summer and district supported activities;
- Assist in creating department budgets and requisitions;
- Any other responsibilities as deemed necessary by the Superintendent and/or Assistant Superintendent.

SALARY: Based on experience and TTA contract (plus \$2,250.00 stipend)

CLOSING DATE: **May 12, 2021**

Please e-mail a letter of interest along with a list of four (4) references to:
humanresources@troycsd.org

In accordance with SAVE Legislation
fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability, marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.