PCES Content Leader

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Descriptions - Co-Curricular

TITLE: PCES Content Leader

QUALIFICATIONS:

- Maine Department of Education teacher certification
- Knowledge of and interest in curriculum alignment and proficiency-based education as they relate to a particular content area (ELA, math, science, and social studies)
- Strong communication and facilitation skills

REPORTS TO: PCES Principal and Director of Teaching and Learning

SUPERVISES: N/A JOB GOAL: To assist the PCES Principal and Director of Teaching and Learning in guiding alignment of curriculum and implementation of proficiency-based education within a particular content area (ELA, math, science, and social studies)

PROFESSIONAL RESPONSIBILITIES:

- Act as a liaison between teachers and school/district administrators regarding a particular content area
- Assist in planning professional development for the early release Wednesdays
- Meet monthly with the PCES Principal and Director of Teaching and Learning
- Facilitate curriculum work/professional development on the early release Wednesdays, as appropriate
- Oversee content-specific budgeting and ordering, as appropriate
- Collaborate with CEMS counterpart, as appropriate

TERMS OF EMPLOYMENT: Academic year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The PCES Principal and Director of Teaching and Learning will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

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