

PROGRAM COORDINATOR: LANGUAGE ARTS / SOCIAL STUDIES - K-5 / 6-8 / 9-12

- QUALIFICATIONS:**
1. Current teaching license validated by the Wisconsin Department of Public Instruction
 2. 3 years successful classroom experience
 3. Knowledge of K-5 / 6-8 / 9-12 Language Arts/Social Studies curriculum
 4. Knowledge of State Language Arts/Social Studies Standards
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Instruction

JOB GOAL: To provide leadership in the ongoing development and improvement of the K-12 Language Arts/Social Studies program of the Waupaca School District

PERFORMANCE RESPONSIBILITIES:

1. Assists with curriculum development (K-5 / 6-8 / 9-12);
2. Assists in the evaluation of the effectiveness of the language arts/social studies curriculum;
3. Assists with the district language arts/social studies assessment. Reports results to staff, administration, and Board of Education;
4. Assists in the planning of staff development;
5. Provides staff awareness;
6. Serves as consultant when requested;
7. Advises in purchase of resources;
8. Develops, promotes and demonstrates teaching strategies for students, staff and parents as time permits;
9. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board Policy on Evaluation of Professional Personnel.