

108 SUBJECT AREA COORDINATORS

Mission

Subject Area Coordinators serve as a resource for teachers in an effort to maintain high standards for excellence in all of our academic programs. They work with the Assistant Superintendent for Secondary Schools and the Secondary Educational Consultant to help articulate, develop, improve, enhance and nurture a program of studies that is reflective of the best practices in various disciplines and responsive to our awareness of the need to integrate gospel values across the curriculum.

Goals

The primary task of the Curriculum Coordinator is to serve as a resource person. To accomplish this objective, with the realization that Coordinators have full time educational responsibilities, they assume the following additional responsibilities:

- a) Serving as a resource person for teachers (especially those new to the profession) in their content areas, making themselves available for telephone and/or E-Mail contact and after school meetings if necessary and/or desirable;
- b) Developing and implementing in-service programs for diocesan-wide in-service days;
- c) Promoting teacher involvement and participation in local, state, and national professional organizations

Duties

In order to accomplish these goals, Curriculum Coordinators will be expected to:

- a) Attend regularly scheduled meetings;
- b) Commit approximately 30-60 hours each year to their work;
- c) In the secondary schools meet with Department Chairs as a group or individually at least once a year;
- d) Represent the diocese in their discipline at a local, state or national conference on a regular basis;
- e) Develop curricula and assessments
- f) Disseminate curricular information to teachers
- g) Oversee an integrated inventory of textbooks and materials of instruction which will serve as a resource.

Qualifications

- a) Master's degree or its equivalent in the discipline which they represent;
- b) Five years teaching experience, at least three in a diocesan secondary school;
- c) Relevant organizational and communication skills;
- d) Commitment to hold the position for at least three years.

The Coordinators will be provided with an appropriate stipend and support funds.