

Mount Union Area School District

Job Description: Curriculum Coordinator

Classification: Supplemental (Stipend) Position — Extra-Duty Assignment

Governing Contract Provisions: Article XIII.C.7 (Terms of Supplemental Contracts) and Article XIII.C.8 (Compensation for Extra-Curricular Activities), MUAEA/MUASD Collective Bargaining Agreement

Stipend: \$2,400 per coordinator, per school year

Number of Positions: 9 total — 4 at the Jr-Sr High level, 4 at the elementary level, and 1 K-12

Reports To: Building Principal and Director of Curriculum, Instruction, and Assessment

Position Summary

The Curriculum Coordinator is a supplemental, stipend-based assignment held by a current bargaining-unit teacher in addition to his or her regular teaching position. It is not a separate job classification, is not eligible for benefits independent of the employee's underlying teaching contract, and does not alter the employee's base salary, FLSA status, or placement on the salary schedule. The Coordinator provides instructional leadership within an assigned content area or building, supporting the district's mission, vision, and values, and serves as a liaison between classroom teachers, building administration, and district-level curriculum leadership.

Term and Selection

- This is an annual supplemental contract.
- The Board reserves the right to add, eliminate, or reassign Coordinator positions, and to change the employee assigned to a position, consistent with Article XIII.C.7.

Essential Duties and Responsibilities

1. Provides Instructional Leadership

- Supports and models the mission, vision, and values of the Mount Union Area School District.
- Fosters a department/building culture of respect, responsibility, and trust.
- Researches and recommends pilot or experimental programs based on emerging developments in the content area.
- Pursues relevant professional development opportunities and shares new trends, methodologies, and best practices with building and department staff.
- Represents the department/building on building- and district-level committees as requested.
- Assists in planning building and district in-service/Act 80 schedules and coordinates best-practice sessions to support academic programs.

2. Supports Curriculum Initiatives

- Collaborates with teachers, the Principal, and the Director of Curriculum, Instruction, and Assessment to develop, maintain, implement, and assess instructional programs.
- Selects, uses, and interprets student performance and evaluation data to inform instructional decision-making.
- Shares data-driven recommendations with department and administrative teams.

3. Manages Materials and Resources

- Maintains inventory of textbooks, online subscriptions, and equipment as directed by administration.

- Leads the review, selection, and recommendation of new textbook adoptions and supplementary instructional materials using relevant data and research.
- Assists in developing the department budget, including reviewing requests for equipment, materials, and supplies.
- Identifies and utilizes community and professional resources to support department/building goals.

4. Facilitates Collaboration and Communication

- Schedules, coordinates, and leads monthly curriculum meetings; maintains records of meeting dates and notes.
- Develops and distributes meeting agendas and notes to department staff and district administrators (Principals, Directors/Supervisors of Special Education, Director of C.I.A., and Superintendents).
- Meets with the Principal(s) and Director of C.I.A. as requested to review department/building initiatives.
- Collaborates with other curriculum coordinators and the administrative team to ensure consistency of curriculum and programs across the district.
- Assists with the annual review and revision of the Course Selection Guide.
- Participates fully in all district Secondary Superintendent Roundtable sessions, as applicable to the position.

Qualifications

- Current bargaining-unit member holding a valid teaching certification in the relevant content area, building, or grade span.
- Demonstrated classroom teaching experience.
- Strong knowledge of curriculum design, instructional best practices, and data-informed decision-making.
- Excellent organizational, communication, and leadership skills.
- Ability to work collaboratively with teachers, administrators, and district leadership.

Compensation

Each Curriculum Coordinator receives a stipend of \$2,400 per school year, paid in addition to the employee's regular teaching salary, consistent with the compensation schedule for extra-curricular and supplemental positions set forth in Article XIII.C.8 of the Collective Bargaining Agreement.

This job description reflects the general nature and scope of the position and is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. This is a supplemental assignment governed by the terms of the Collective Bargaining Agreement between the Mount Union Area School District and the Mount Union Area Education Association.