

**SCHOOL ADMINISTRATIVE UNIT 39**  
**Amherst, New Hampshire**

**Internal Job Posting Only**

**Certified Notice of Vacancy- Mont Vernon School District**

**POSITION:** Curriculum Coordinator (1 position)

- STEM (Math focus)

**SCHOOL:** Mont Vernon Village School

**START DATE:** July 1, 2019

**TERM:** The length of the work year for the curriculum coordinator will be the regular teaching contract, plus three days. Curriculum coordinators may, with administrative approval, take an additional three professional days for work relating entirely to the role of curriculum coordinator. Each coordinator will be appointed by the Superintendent in consultation with the Principal and the Assistant Superintendent and serve a term of three years. At the end of each three-year term, or sooner should job performance warrant, the position will be opened to all qualified candidates. *A coordinator may serve no more than three consecutive three-year terms.*

**QUALIFICATIONS:**

A coordinator is expected to have the following qualifications or alternatives as the Superintendent may find appropriate and acceptable:

1. Master's degree or the equivalent
2. Three or more years of teaching experience
3. Demonstrated knowledge in curriculum development
4. Demonstrated leadership and communication skills
5. A valid teaching certificate that corresponds to the subject area the coordinator supervises

**REPORTS TO:** Building Principal (or his or her designee) and the Assistant Superintendent

**JOB GOAL:** To provide the leadership necessary for the improvement of curriculum, instruction, and assessment in order to advance student achievement.

**RESPONSIBILITIES:**

Curriculum Coordinators will:

1. Assume the role of content area lead in their building(s) by consulting with department members and/or grade-level representatives to advise faculty on teaching and learning, instruction and assessment, curriculum coordination, alignment, and integration of standards into instruction.
2. Assist in the selection, review, distribution and staff understanding of curriculum materials.
3. Aid substitute teachers in emergency situations when requested by building administration.
4. Support new teachers to the district and/or discipline.
5. Work with school administration and the Assistant Superintendent to support curriculum revision and implementation.

## HOW TO APPLY:

Application Deadline: **June 1, 2019**

The Superintendent reserves the right to extend the deadline for any reason.

Interested Internal candidates should submit the Internal Candidate Job Application Form, cover letter and a current resume to:

John Schuttinger, Principal  
Mont Vernon Village School  
1 Kittredge Rd.  
Mont Vernon, NH 03057  
Email: [jschuttinger@sprise.com](mailto:jschuttinger@sprise.com)  
(603) 673- 5141

The Mont Vernon School District does not discriminate in its education programs, activities or employment practices on the basis of race, color, religion, pregnancy, language, sex, national origin, age, disability, sexual orientation, genetics or veteran, marital or citizenship status. This policy is in accordance with state and federal laws, including Titles VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the Equal Pay Act, the Genetics Information Nondiscrimination Act, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and RSA 354-A.

If you need accommodations in completing this application, please contact Human Resources.