

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject: Positions

Date: March 9, 2021

Dept: School Committee

Reason: Required Vote

Enclosure: yes

Recommendation:

Approval of PreK-12 Curriculum Director Positions

I recommend approval of the PreK-12 Curriculum Director positions as discussed.

Action Requested of the School Committee:

Majority vote of the School Committee is required.

<u>Vote Tabulator</u>	
A Bergen:	Y / N T Keenan: Y / N
J D'Angelo:	Y / N M J Scofield: Y / N
J Pond-Pfeffer:	Y / N D Spencer: Y / N
E Stokes:	Y / N Action: _____



Franklin Public Schools

*Office of the Superintendent
355 East Central Street; Suite 3
Franklin, Massachusetts 02038
Phone: 508-553-4819*

To: Franklin School Committee

From: Sara E. Ahern, Ed.D., Superintendent

Date: March 19, 2021

RE: PreK-12 Curriculum Directors (1 STEM/1 ELA and social studies)

I recommend the creation of two PreK-12 Directors of Curriculum for the Franklin Public Schools. These positions are being proposed as part of a budget neutral curriculum leadership reorganization for the 2021-2022 school year. A DRAFT job description is included for your review.

The vacancy of the Assistant Superintendent for Teaching and Learning presents the opportunity to reconsider how to divide the responsibilities of curriculum development differently. This proposal involves separating the responsibilities by content area over two positions, in an effort to provide greater consistency across a level and greater vertical continuity among the levels. These overarching goals are consistent with the School Committee's feedback on our curriculum and concerns about consistency, which were highlighted as a result of the pandemic. Additionally, these positions are critical in developing PreK-12 curricular experiences that are consistent with Franklin's *Portrait of a Graduate*.

This reorganization as proposed is budget neutral as we are proposing to forgo some typically stipended work within the district opting instead to accomplish these tasks differently, under the leadership of our curriculum directors, building principals, department heads, department directors, and teacher leaders in the district. In order to blend and merge related areas together such as academic curriculum, social-emotional learning, and digital learning, these positions are proposed to report directly to the Assistant Superintendent, with additional oversight by me.

I am also proposing to shift responsibilities among central office administrators.. As Superintendent, I propose to work more closely with the School Committee on policy development, a responsibility that has been overseen in recent years by the Assistant Superintendent. Additionally, I propose that I oversee the District's Lifelong Learning Institute, a program that was previously supervised by the Assistant Superintendent for Teaching and Learning. Furthermore, I would be approving graduate coursework for reimbursement and lane changes, also a responsibility of the Assistant Superintendent of Teaching and Learning.

A Draft Job Description is being provided to the Committee and the positions are being proposed in the Superintendent's Recommended budget for FY 22. I am seeking your approval of these positions at this time so that we may initiate postings for these positions and begin the recruitment process. Delaying their approval until the budget is set would dramatically limit our candidate pool. These would be advertised as Anticipated Openings.

Franklin Public Schools
Job Description DRAFT 3/23/2021

Title: **Director of Curriculum PreK-12**
2 positions: 1 science, technology, engineering and math; 1 ELA and social studies

Qualifications:

- Licensed as a Supervisor/Director by the Massachusetts Department of Elementary and Secondary Education, or related administrative licensure.
- Minimum of five (5) years' teaching experience, preferentially within multiple grades at the elementary and/or middle levels.
- Master's degree from an accredited college or university, in education or a related field.
- Experience in supervision, evaluation, and curriculum development, preferentially experience with the Massachusetts system of Educator Evaluation and curriculum development using Understanding by Design and Universal Design for Learning frameworks.
- Knowledge of and experience with effective integration of instructional technology and social-emotional learning skills into content area curricula.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with the state licensure requirements.

Reporting Relationships:

The Director of Curriculum PreK-12 reports to the Assistant Superintendent with additional oversight by the Superintendent of Schools. The Director contributes to the supervision and evaluation of teaching faculty/staff.

General Responsibilities:

The Director of Curriculum, PreK-12, strives to achieve and maintain standards of excellence in curriculum and instruction in relevant fields (science, technology, engineering, and math or English language arts and social studies) so that each student develops enduring understandings as well as content-specific knowledge and skills towards their development of the Essential Skills of Franklin's Portrait of a Graduate.

Performance Responsibilities:

- Provides leadership for the regular review and implementation of curriculum, contributes to the supervision and evaluation of staff in relevant curricular areas, and uses assessment data to evaluate program effectiveness and student achievement.
- Works cooperatively with the complementary Director of Curriculum PreK-12, Assistant Superintendent, school principals, high school department heads, special subject directors, and teacher leaders to coordinate all aspects of the curricular program and to plan, coordinate, and provide professional development.
- Assists in the recruiting, interviewing, screening, and recommending of candidates for curriculum leadership positions.

- Assists in the development of the Teaching and Learning budget.
- Assists in the writing and coordination of state, federal, and private grants related to assigned curricular areas.
- Prepares and presents reports to parents/guardians, staff, the Superintendent, and the School Committee, as requested.
- Assists with the planning and implementation of the New Teacher Orientation Program and works with principals on matters related to the curriculum as part of the new teacher induction throughout the school year.
- Performs other related duties and assumes such other responsibilities as assigned by the Assistant Superintendent and/or Superintendent.

Terms of Employment:

Full-year position. Salary & Benefits as Negotiated.

Evaluation:

Performance of this job will be evaluated annually by the Assistant Superintendent of Schools in conjunction with predetermined mutually established goals and objectives.