Title of Position: CES/HES Early Childhood Instructional Leaders

Location: Chatham Elementary/Harwich Elementary

Salary: Stipend per MREA Unit A Agreement

Qualifications:

1. Coordinate professional learning communities that ensure learning for all students, promote a collaborative culture, and participate in the ongoing process of improving student achievement, including facilitating the development of written courses of study or guides.
2. Assist in the planning and coordination of district and school professional development.
3. Participate in periodic curriculum review committees.
5. Work in collaboration with central office and building administrators to support curriculum and instruction.
6. Assist in the selection of personnel for content areas; may offer to the principal recommendations regarding staff needs for professional development and curriculum implementation.
7. Supervise the coordination of:
   a. Purchase orders
   b. Selection, distribution, and inventory of all textbooks and departmental instruction materials
   c. Recommendations regarding the above listed items
8. Facilitate communication among assigned teaching staff including dissemination of recent curriculum information.
9. Make decisions and attend meetings related to position as directed by the principal.

Application Procedure: Please send letter of interest only to:
   Carla Blanchard
   Monomoy Regional School District
   425 Crowell Road
   Chatham, MA 02633
   cblanchard@monomoy.edu

Opening Date: May 27, 2016
Closing Date: Open Until Filled

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