



RALPH C. MAHAR REGIONAL & SCHOOL UNION 73

Consolidated Central Offices

507 South Main Street

P.O. Box 680

Orange, MA 01364

Dr. Elizabeth Zielinski, Superintendent of Schools

Email: ezielinski@rcmahar.org

Phone: 978-544-2920

Fax: 978-544-8383

November 22, 2024

**POSITION AVAILABLE
2025- 2026 School Year**

POSITION: The Ralph C. Mahar Regional School District & Union 73 are in search of a Curriculum Director for the 2025-2026 school year.

Responsibilities:

- Serves as a resource person in curriculum, instruction, and assessment across subject areas PreK-12
- Serves as part of the Central Office Administrative Team
- Provides leadership to assure correlation between district curriculum and State/National standards.
- Develops, coordinates, and monitors the program of instruction for subject areas and oversees annual updates of curriculum guides and maps, maintaining current curriculums in Atlas Rubicon
- Develops, coordinates, and monitors the annual assessment plan, PreK-12
- Partners with the technology department to warehouse academic assessment data and create dashboards for data team use
- Provides input for the curriculum and instruction budget
- Previews new instructional materials and arranges for piloting by teachers.
- Studies and evaluates new curriculum instruction and assessment techniques/materials for possible use by classroom teachers.
- Assists in the evaluation of subject areas as designated.
- Serves as advisor and special consultant to new teachers and teachers on improvement plans.
- Advises in the grade placement and grouping of students.
- Establishes, in partnership with the building principal, a school based data team that monitors various assessments on regular intervals and provides leadership relative to next steps for teaching and learning.
- Seeks collaboration and vertical alignment with the secondary programs (department coordinators) on curriculum, instruction, assessment, data warehousing and professional development.

- Arranges for staff development programs based on educator input and identified areas of need.
- Assists teaching staff with the implementation of new curriculum guides and new instructional materials.
- Develops a textbook renewal plan, PreK-12
- Assists in the selection of PreK-12 instructional materials
- Provides input on the master schedules
- Stays current in the particular field through professional readings, seminars, workshops, and conventions.
- Identifies and coordinates, in collaboration with principals, opportunities for professional growth for teachers; i.e., clinics, workshops, conferences, conventions, etc.
- Assists or serves as the Title I/IIA/IV and ELL Director in program implementation and supervision/evaluation of Title I and ELL staff
- Works in collaboration with designated school personnel on homeschooling
- Completes all necessary Title I/TII/TIV and ELL program requirements and evaluations for DESE -- including DESE school report cards, and HQT licensure status
- Completes all necessary DESE, District, and School reports and audits as required
- Develops, implements and monitors other grants as assigned.
- Serves as liaison among school districts, local assistance and readiness centers and ESE departments as needed
- Serves as a resource to department PLCs
- Assists in the transition from 6th grade to the middle school
- Writes public relations article for local news media, school websites and social media
- Participates on various business, industry and community committees as required.
- Coordinates projects with the administration, SSoS partners, instructional coaches and the department coordinators on the secondary as needed.
- Coordinates, maintains and revises all curriculum documents, such as DCAP and ensures curriculum content on the schools' website is accurate and up to date
- Schedules any district and/or state walkthroughs as requested
- Assists in 21st Century Skills integration with the teachers and technology specialists.
- Helps ensure that teachers meet the necessary qualifications to provide high-quality education. This often involves guiding teachers through the licensure or certification process, making sure they meet state or district requirements.
- Performs other duties as assigned.

Requirements:

- Massachusetts Administration Licensure
- Reading and or Mathematics Licensure -- preferred
- M.ED of Education required
- 7+ years of teaching experience
- 3+ years of administrator experience -- preferred
- Previous coaching experience
- Previous experience providing professional development
- Grant writing experience -- preferred
- Supervisory experience -- preferred
- Hold a valid driver's license.
- Citizenship, residency or work VISA in United States require

Salary: \$90,000 - \$105,000 depending on experience. 199 day position, partially grant funded.

Supervisor: Reports directly to the Superintendent

Physical Requirement:

Position requires light work exerting up to twenty (20) pounds of force occasionally, and/or ten (10) pounds of force constantly to move objects.

Constant hearing, hand-eye coordination/mind-eye coordination; intermittent keyboarding and telephoning. Frequent repetitive motions with wrists, hands, and fingers.

Other Requirements:

Excellent oral and written communication skills. Computer proficiency in spreadsheets, databases, and work processing. Demonstrated ability to work well with others. Demonstrated organizational skills. Desire to be a team player, the ability to facilitate groups, and problem solving & conflict resolution skills.

WORK ENVIRONMENT:

The usual and customary methods of performing the job functions require the following physical demands: Significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 15% walking, and 25% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere. This position requires the ability to lift 50 lbs. Constant hearing, hand-eye coordination/mind-eye coordination; intermittent keyboarding and telephoning. Frequent repetitive motions with wrists, hands, and fingers.

There will be an annual performance evaluation for this position.

OTHER REQUIREMENTS

Excellent oral and written communication skills. Computer proficiency in spreadsheets, databases and word processing. Demonstrated ability to work well with others. Demonstrated organizational skills.

APPLICATION DEADLINE: Friday, January 10, 2025

APPLY TO: Mitchell Hughes, Assistant Principal
Ralph C. Mahar Regional School District
507 South Main Street
PO Box 680
Orange MA 01364-0680

“Soaring To Success”

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