

## Come Join Our Team!

<b>POSITION:</b>	<p>Elementary Curriculum Chairs:</p> <ul style="list-style-type: none"> <li>• Young 5's/Kindergarten</li> <li>• First Grade</li> <li>• Second Grade</li> <li>• Third Grade</li> <li>• Fourth Grade</li> <li>• Fifth Grade</li> <li>• Elementary – Music</li> <li>• Elementary – PE</li> <li>• PreK-5 Special</li> <li>• Education</li> <li>• Title 1 Coordinator</li> <li>• ELL Coordinator</li> <li>• Social Justice Team Leader – 1 per building</li> </ul>
<b>LOCATION:</b>	District-Wide
<b>WORK YEAR:</b>	Contract length determined by ELEA Master Agreement
<b>START DATE:</b>	August 26, 2024 - These are 1-year positions and current chairs will need to reapply each year.
<b>REPORTS TO:</b>	Assistant Superintendent
<b>APPLICATION DEADLINE:</b>	June 1, 2024



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### General Summary

Under the direct supervision of the Assistant Superintendent, and in accordance with the established policies and procedures of the East Lansing Public School District, the Elementary Curriculum Chair is responsible for communicating on a regular basis with department staff, building administrators and the Assistant Superintendent. As a member of the professional staff, the Elementary Curriculum Chair will be responsible for responding to the needs of teachers in the grade/department as appropriate. Performance of this job will be evaluated in accordance with the professional staff master agreement.

### About the Role

1. Communicates pertinent information on a regular basis with their Grade Level/Department Staff.
2. Communicates on a regular basis with the Assistant Superintendent.
3. Communicates with building administrators, as needed.
4. Facilitates grade level/department meetings (this includes leading data-driven assessment conversations about:

screeners, unit tests, inventories, etc., at each meeting).

5. Participates in the piloting of new curricular materials.
6. Meets with Instructional Coaches and the Assistant Superintendent throughout the year (these meetings may occur during the day and/or after school).
7. Responds to the needs of teachers in the grade/department, as appropriate.

Other Possible duties:

1. Serves as committee members for topics such as, but not limited to, report card changes, Summer programming, and curriculum adoption.
2. Assists in planning and leading professional development.
3. Develops common assessments at their grade level/department.
4. Collaborates with district/building Social Justice Teams.
5. Participates in interviewing and hiring of new staff.
6. Makes presentations regarding curriculum to the Board.
7. Supports district parent outreach as planned by building and or district school improvement.

## About Us

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, is seeking a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, have a deep understanding of best practices for teaching and learning and engage all students in the learning process. Come work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning and is highly supported by its families and community!



## Why Join ELPS

- ✓ Commitment to creating a positive learning experience for all students
- ✓ Diverse education community
- ✓ Competitive compensation and benefits
- ✓ Collaborative and supportive environment
- ✓ Robust professional development opportunities

## How To Apply

Submit a cover letter, via e-mail to: Glenn Mitcham to [glenn.mitcam@elps.us](mailto:glenn.mitcam@elps.us), with a copy also sent to Michele Huisgen at [michele.huisgen@elps.us](mailto:michele.huisgen@elps.us).

## Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne  
Chief Human Resources Officer and Title IX Coordinator  
East Lansing Public Schools  
509 Burcham Drive  
East Lansing, Michigan 48823