

## Come Join Our Team!

<b>POSITION:</b>	<b>Middle School/High School Curriculum Chairs:</b> <ul style="list-style-type: none"> <li>• ELA Chair – 2 positions – Grades 6-8 and Grades 9-12</li> <li>• Science Chair – 2 positions – Grades 6-8 and Grades 9-12</li> <li>• Math Chair – 2 positions – Grades 6-8 and Grades 9-12</li> <li>• Social Studies Chair – 2 positions – Grades 6-8 and Grades 9-12</li> <li>• Applied Technology – 1 position – Grades 6-12</li> <li>• Performing Arts – 1 position – Grades 6-12</li> <li>• Visual Arts – 1 position – Grades 6-12</li> <li>• World Language – 1 position – Grades 6-12</li> <li>• Physical Education – 1 position – Grades 6-12</li> <li>• Student Services – 1 position – Grades 6-12</li> <li>• Special Education – 2 positions – Grades 6-8 and Grades 9-12</li> <li>• Social Justice Team Leader – 2 positions – Grades 6-8 and Grades 9-12</li> </ul>
<b>LOCATION:</b>	MacDonald Middle School and East Lansing High School
<b>WORK YEAR:</b>	Contract length determined by ELEA Master Agreement
<b>START DATE:</b>	Beginning of School Year - These are one-year positions and current chairs will need to reapply each year.
<b>REPORTS TO:</b>	Building Principal/Assistant Superintendent
<b>APPLICATION DEADLINE:</b>	June 5, 2025

### General Summary

Under the direct supervision of the Assistant Superintendent and the building Principal, and in accordance with the established policies and procedures of the East Lansing Public School District, the Curriculum Chair is responsible for communicating on a regular basis with department staff, building Administrators, the Assistant Superintendent, families, and the community. Performance of this job will be evaluated in accordance with the professional staff master agreement.

### About the Role

- Communicates on a regular basis with Staff:
  - Makes staff aware of relevant conferences
  - Reports back from conferences attended
  - Shares professional development opportunities
  - Shares building and district policies
  - Shares state and national standards and assessments
  - Shares standardized tests, analysis, and dissemination of data to building department and K-12 departments
  - Shares curriculum updates, reviews, and best practices

- Disseminates information about supplementary materials
  - Convenes and runs regularly scheduled department meetings
2. Communicates on a regular basis with Administration:
    - Shares scheduling of teachers and students
    - Shares pertinent curriculum information
    - Participates in interviewing and hiring of new staff
    - Makes recommendations on the master schedule
    - Attends cross-curricular chair meetings with Administration
    - Makes facility maintenance recommendations; housekeeping, room assignments, repair, capital outlay
    - Makes presentations to Board of Education
  3. Communicates on a regular basis with parents and the community:
    - Shares curriculum direction, transition, and alignment
    - Represents the department to public groups
    - Attends school parent council meetings as needed and provides written text for curriculum guidebooks
    - Facilitates community public relations
    - Provides department communication / written information to building staff and parents regarding curriculum for building communications (webpages, newsletters, meetings)
  4. Participates in Curriculum Development.
    - Communicates building level scope and sequence
    - Shares recommendations on building curriculum decisions
    - Serves on curricular advisory committees
    - Participates in planning within chair subject area and in conjunction with other areas
    - Develops new courses; descriptions, core goals, assessments, collegial support and in-service
    - Decides on curriculum and policy implementation
    - Assists in designing, developing, and implementing common assessments for their subject area K-12
  5. Shares input on Budget Decisions:
    - Inventories, sorts, and coordinates sharing of materials
    - Writes any necessary departmental reports
    - Chooses and previews sample texts
    - Orders necessary materials and resources
    - Assists with budget development at building level
  6. Works with Assessments:
    - Updates and monitors subject area assessments
    - Organizes materials, prepares colleagues for MEAP and other building and district subject area assessments
    - Oversees competitive activities, performances, and shows
    - Assists in collecting and disaggregating data
    - Assists in disseminating assessment data to colleagues
    - Develops common assessments at department level
  7. Contributes to a District In-service Plan:
    - Helps in developing an effective model
    - Assists in planning professional development days
    - Promotes in-service with staff

8. Mentors staff:

- Offers collegial support
- Encourages consistency
- Coordinates and assigns shared responsibilities

## 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.mitcham@elps.us](mailto:glenn.mitcham@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