

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Curriculum Coordinator

EMPLOYEE CATEGORY: 1/Administrative Personnel

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified in Administration and Supervision, Educational Leadership or School Principal.
- (3) Minimum of five (5) years successful experience in education.
- (4) Other qualifications deemed necessary by the School Board.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and district educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development, staff development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to balance several job functions at one time and work under a heavy workload. Good interpersonal and communication skills. Ability to utilize statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to represent the district at state and regional functions.

REPORTS TO: Chief Academic Officer

JOB GOAL

To provide leadership and support for the coordination of curriculum and staff development, evaluation, implementation and continuous improvement at all levels PreK - 12.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Coordinate the overall activities of planning, development, coordinating, implementing and evaluating district curriculum for the programs and grade levels assigned.
2. Coordinate and administer the evaluation and selection of textbooks and instructional materials, including the preparation of textbook requisition, processing and receipt of funds for lost and damaged books.
3. Assist in the implementation of the District's Student Progression Plan.
4. Assist with the coordination of the District's staff development program, including revision of the Master Plan for inservice education and implementation, evaluation and maintenance of records of participation.
5. Assist with the facilitation and maintenance of the accreditation process for District schools.

6. Coordinate other assigned programs such as the Volunteer Program, and other academic activities/fairs, including the Spelling Bee, History and Science Fairs.
7. Coordinate and direct the District AVID programs.

Inter/Intra-agency Communication and Delivery

8. Maintain a close working relationship with School and District personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
9. Visit classrooms for first hand knowledge of curriculum practices.
10. Assist in ensuring the purposeful articulation among all instructional levels as well as between basic and special programs.
11. Report on the status of programs and services, as requested.
12. Serve as contact to the Department of Education in assigned areas.
13. Maintain good public relations with parents and community groups for dissemination of information and feedback.
14. Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
15. Maintain liaison with the local business community, civic organizations and other groups having an interest in the schools.

Professional Growth and Improvement

16. Keep well-informed about current trends and best practices in assigned areas of responsibility.
17. Keep up-to-date and well-informed about legislation and legal issues.
18. Assist school and District personnel in keeping up-to-date about trends, best practices, legislation and related issues.
19. Promote and support professional development for self and others.
20. Attend meetings, workshops and conferences which promote professional growth and will benefit the District.

Systemic Functions

21. Develop, recommend and administer the budgets for assigned programs.
22. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
23. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
24. Prepare or supervise the preparation of all required reports and the maintenance of all appropriate records.
25. Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

26. Provide input into District-wide planning for assigned areas to relate the instructional program and the use of financial and human resources to the Districts' goals and objectives.
27. Model and maintain high standards of professional conduct.
28. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.

29. Use appropriate interpersonal styles and methods for guide individuals and groups to task accomplishment.
30. Facilitate problem-solving by groups or individuals.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Annually by the Chief Academic Officer.

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: ITEM #31, LEVEL V