



Curriculum/Instructional Coordinator

Reports To: Superintendent

SUMMARY

To provide leadership and expertise in the development, implementation and assessment of high quality, research-based curriculum and assessment programs. Supply support, guidance and assistance to the district instructional staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitate the development of a comprehensive curriculum which is designed to meet the student outcomes as established by the District
- Coordinate the development, selection and implementation of instructional resource materials
- Assist with planning and presenting staff in-service activities
- Organize and manage the District Assessment System
- Prepare reports, manuals, guides, assessments and other written documents
- Organize and lead a curriculum committee which provides balanced representation and information on curriculum and assessment issues
- Supervise district-wide programs and activities related to the respective curriculum area
- Assist the building principals in planning and presenting in-service to staff
- Promote positive public relations with the community and within the school district by using positive verbal and non-verbal communication and interaction skills at all times
- Plan, prepare and conduct in-service activities for certified and non-certified teaching staff
- Provide support to new district staff members by mentoring and providing resource materials
- Assist staff involved in assessment and evaluation activities in order to promote consistency in assessment and interpretation of results
- Provide interpretation of district assessment results to appropriate audiences
- Analyze and assess data to determine the effectiveness of instructional objectives
- Coordinate the alignment of course content and Wyoming Content and Performance Standards
- Attend and participate in meetings as assigned in order to provide input in the decision-making process and maintain communication
- Serve on various district, state and national committees which support the development of a quality educational program

- Prepare district educational plans as necessary for specific programs
- Visit schools and interact with students, teachers and administrators to promote positive relations
- Develop appropriate procedures and documents which are necessary to carry out job responsibilities
- Perform other duties as assigned

QUALIFICATIONS

- **Education and Experience:** Requires a Master's Degree in Curriculum and Instruction or Administration from an accredited college or university. Successful classroom teaching and leadership experience as well as demonstrated ability in content areas along with evidence of continued professional growth.
- **Interpersonal Skills:** Seek a cooperative working relationship with the district staff. Exercise mature and professional judgement in interactions with others. Maintain confidentiality of information concerning colleagues, students and parents.
- **Other Skills and Abilities:** Possess a broad general knowledge of all subject areas with specific knowledge needed in the specific assigned area. Ability to work well with multiple ability levels and make modifications and/or accommodations for students. Appropriately communicate with students, parents, District staff and members of the community. Ability to exercise good judgment while working in a dynamic environment. Ability to be flexible, organized and take initiative. Exhibit a willingness to participate in planned meetings and district trainings as well as grow professionally.
- **Certificates, Licenses, Registrations:** Wyoming Teaching Certification with applicable endorsements required. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

- **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Possess visual acuity and stamina to work at a computer monitor for at least part of each day. Be physically able to attend meetings and remain attentive for extended periods without a break. Possess sufficient strength and endurance to project voice to a large audience for an extended period of time throughout the work year. Must have the use of sensory skills in order to effectively communicate and interact with students, faculty, staff and parents as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.</p>
