

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Coordinator of Curriculum, Instruction, and Assessment

**REPORTS TO:** Executive Director

**APPROVED BY:** Midwestern Intermediate Unit IV Board of Directors

**Date:** April 26, 2017

**JOB SUMMARY:** Work with local school districts and administrators in specific matters of curriculum development, instructional improvement and assessment strategies as well as assist districts with State and Federal programs.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assist local school districts with implementation of current regulations regarding standards based curriculum, instruction, and assessment.
2. Assist local school districts in using data to prepare plans for school improvement and comprehensive planning.
3. Assist local school districts to improve student achievement.
4. Plan, design, present, and coordinate meetings and workshops in implementing current best practice for districts.
5. Plan, implement, and evaluate professional development projects related to Pennsylvania standards.
6. Coordinate state initiatives as directed by State and Federal mandates.
7. Act as curriculum liaison to the Pennsylvania Department of Education (PDE).
8. Collaborate with professional organizations in areas relevant to curriculum, instruction, and assessment.
9. Compile and maintain curriculum and instruction resources.
10. Conduct evaluations of Kindergarten-12 school district programs.
11. Cultivate partnerships with the Pennsylvania Department of Education and higher education for pre-Kindergarten-12 students and instructional staff.
12. Coordinate English as a Second Language (ESL) activities for local school districts through direct service or partnerships.
13. Assist with integrating technology and curriculum delivery.

14. Plan, prepare and administer service area budgets. Responsible for budgetary compliance and ensures expenses and revenues are in line with approved budgets
15. Seek, write, and assist in the development of grant proposals that will offer opportunities for increased instructional opportunities for students and professional growth for staff.
16. Ensure the implementation of job descriptions within the service area and monitor, evaluate, and modify as the need dictates.
17. Supervise staff.
18. Coordinate and supervise all State and Federal program responsibilities and activities within the State and Federal regulations.
19. Coordinate all reporting and financial accounting for State and Federal programs.
20. Supervise the maintenance of files for State and Federal programs.
21. Serve as liaison for the Local Education Agency (LEA) for many State and Federal projects.
22. Oversee Entrepreneurship Academy and Academic Games as needed and serve as a consultant to other IUs for fee for service. Ensure that U-Screen opportunities are maximized for online professional development.
23. Perform other duties as assigned by the Executive Director.

**QUALIFICATIONS:**

- Experience as a classroom instructor as well as experience as both a building level or central office administrator
- Master's degree required
- K-12 administrative certificate required
- Knowledge of K-12 curriculum, instruction, assessment, school organization and management, finance, grant development, school district policy and Pennsylvania school law
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist

- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*