

531.1 CURRICULUM COORDINATOR JOB DESCRIPTION

QUALIFICATIONS:

Master's Degree or higher; Certification in Administration and/or Director of Instruction; and demonstrated leadership in working with students, staff, parents, and the general public.

NECESSARY SKILLS:

- Ability to read, analyze, and interpret academic standards and assessment data
- Ability to utilize mathematical functions and apply concepts of basic algebra
- Ability to define problems, collect data, establish facts, and draw valid conclusions

REPORTS TO:

District Administrator

PERFORMANCE RESPONSIBILITIES:

- Reports regularly to the District Administrator and provides him/her with oral reports and/or written summaries regarding the status of curriculum and instruction within the District
- Chairs and assists the Curriculum Steering Committee in a systematic review and comprehensive assessment of curriculum and instructional programs
- Works with the individual Curriculum Teams to assist them in the development, implementation, evaluation and revision of PK–12 curriculum
- Coordinates and oversees the selection of textbooks. Maintains a District-wide list of all instructional materials which includes dates of purchase
- Coordinates compliance with federal, state, and Department of Public Instruction standards and legislated mandates
- Assists the Administration in the development of budgets for curriculum development and evaluation, instructional materials purchases and staff training
- Provides oversight of special projects as they relate to curricula and Instruction
- Support and train staff on new and upcoming curricular tools, especially as it pertains to technology in education
- Support the instructional use of technology in educational curricula for students and staff
- Coordinate the research and attainment of instructional technology and software
- Completes other tasks as assigned by District Administrator

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present

- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

Approved: April 22, 2008

Revised: September 28, 2016, April 20, 2022