

Position: Curriculum Coordinator

Job Summary: The Curriculum Coordinator oversees the development, implementation, and evaluation of the district's curriculum. This role ensures that educational programs meet state standards and district goals and fosters a coherent and effective instructional strategy across all grade levels. The Curriculum Coordinator works collaboratively with teachers, administrators, and other stakeholders to enhance student learning outcomes and promote continuous improvement in instructional practices.

Qualifications/Minimum Requirements:

1. Master's Degree in Education (preferably in the area of Curriculum and Instruction).
2. Valid teaching certificate.
3. Type 75 certificate, or a PEL in Principalship or Teacher Leadership
4. Minimum of 5 years of successful teaching experience.
5. Leadership qualities, interpersonal skills, and personal characteristics are necessary for effectively working with students, staff, and parents.
6. Ability to communicate with district administrators and staff.
7. Adhere to district policies.
8. Strong knowledge of curriculum development, instructional strategies, and assessment practices.
9. Excellent communication, organizational, collaboration, and leadership skills.
10. Ability to work collaboratively with diverse groups and manage multiple projects simultaneously.
11. Proficiency in educational technology and data analysis.
12. Other duties as defined by the superintendent or designee.

Reports to: Building Principal and Superintendent

Responsibilities:**1. Curriculum Development**

- Lead the development and revision of district-wide curriculum to ensure alignment with state standards and district goals.
- Collaborate with teachers and subject matter experts to create comprehensive and coherent curriculum guides.
- Ensure the integration of technology, differentiated instruction, and diverse learning materials into the curriculum.
- Provide support and training to school administrators on curriculum expectations to support the teacher evaluation process.

2. Professional Learning and Instructional Support

- Coordinate, plan, and provide professional development opportunities for teachers to enhance instructional practices and curriculum implementation.
- Support teachers in the effective use of instructional resources and

materials.

- Facilitate collaborative planning sessions and professional learning communities.
- Collaborate with instructional coaches to plan professional development activities and their individual work in buildings.

3. Assessment and Evaluation

- Develop and implement assessment strategies to monitor student progress and curriculum effectiveness.
- Analyze assessment data to inform instructional decisions and identify areas for improvement for school improvement planning.
- Provide school administrators with review and analysis of state and local testing for their buildings.
- Coordinate standardized testing and ensure compliance with state and federal regulations.
- Lead the district assessment committee.

4. Program Coordination

- Coordinate with building and district-level administration to ensure the implementation of specialized programs, such as honors education, special education, and English language learners.
- Coordinate district-wide initiatives related to curriculum and instruction.
- Coordinate with the CSBO to manage curriculum-related budgets and resources effectively.
- Work with the Director of Technology to oversee the alignment and purchase of district educational software programs.
- Work with the Director of Early Learning to align preschool and Kindergarten curriculum and program needs.
- Work with school and district administration to coordinate grant spending for Title I, Title II, Title IV, and other grants received to align with initiatives.
- Provide documentation and required records for Professional Development and Compliance audits by the ROE.

5. Collaboration and Communication

- Work closely with school administrators, teachers, and district-level administration to support curriculum goals and initiatives.
- Support school administrators in designing and monitoring School Improvement Plans to ensure alignment with district goals.
- Communicate curriculum updates and instructional strategies to staff, parents, and the school board.
- Serve as a liaison between the district and external educational organizations.
- Participating actively in administrative meetings, generating and exchanging ideas, and goal setting.

6. Continuous Improvement

- Stay current with educational research, trends, and best practices in curriculum and instruction.
- Foster a culture of continuous improvement and innovation within the

district.

- Lead efforts to incorporate feedback from students, parents, and staff into curriculum planning and development.

Benefits:

- 11-month contract
- Salary is competitive and dependent upon experience.
- Health, vision, and dental insurance are available.
- Opportunities for advanced professional training and development.