



City of St. Charles School District

CURRICULUM AND INSTRUCTION COORDINATOR: SCIENCE

Reports to:	Assistant Superintendent of Curriculum and Instruction
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The K–12 Science Coordinator provides leadership, vision, and coordination for the development, implementation, and continuous improvement of science education across all grade levels in the district. This position ensures alignment of curriculum, instruction, and assessment practices with Missouri Learning Standards, district goals, and research-based best practices in science education.

The coordinator will facilitate the curriculum development process for all assigned content areas—guiding teacher teams in the creation, revision, and alignment of curriculum documents, proficiency scales, instructional resources, and assessments to ensure coherence and continuity across grade levels.

Working collaboratively with teachers, administrators, and instructional teams, the coordinator supports the design of high-quality, inquiry-based instruction that fosters scientific literacy and critical thinking. Additional responsibilities include analyzing student achievement data, organizing professional learning opportunities, and supporting the integration of technology and hands-on experiences in science classrooms.

In addition to science, the coordinator will also oversee several elective programs. The coordinator also assists in instructional resource review and adoption processes, and serves as a liaison between schools and district leadership to ensure consistency and equity across all programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Demonstrates knowledge of exemplary curriculum, instruction, and assessment practices aligned to state and national science standards.
- Facilitates curriculum development and revision processes using the Understanding by Design framework.
- Demonstrates understanding of Standards-Based Grading and supports consistent implementation across grade levels.

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City of St. Charles School District is an equal opportunity educator and employer.

- Analyzes student achievement data to evaluate programs and inform instructional decisions to maximize student learning.
- Plans, organizes, and facilitates high-quality professional development for district staff based on research-based instructional practices.
- Provides leadership and support for Professional Learning Communities and data teams focused on continuous improvement.
- Collaborates with administrators, teachers, parents, and community partners to advance district goals and meet state and national standards.
- Maintains effective communication, positive relationships, and professional integrity in all interactions.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Degree(s) required: Master’s Degree preferred.
- A minimum of 5 years successful teaching experience preferred.
- Training and experience in research-based instructional and assessment practices.
- Training and experience implementing standards-based grading.
- Training and experience implementing Professional Learning Communities.
- Experience facilitating curriculum development and revision.
- Demonstrated success with analyzing student achievement data to evaluate programs and inform instruction.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Missouri Teaching Certificate.

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory to curriculum, instruction, assessment, and professional development programs.
- Ability to plan and implement teacher professional development based on district and school objectives.
- Knowledge of state standards, state and federal regulations and laws as they apply to schools.
- Knowledge of the Understanding by Design approach to curriculum development.
- Knowledge and implementation of research-based, best instructional practices.

- Knowledge and implementation of research-based, best assessment practices, including standards-based grading.
- Knowledge of standards-based curriculum models.
- Knowledge of child/adolescent development.
- Knowledge of technology integration for curriculum, instruction, and assessment practices.
- Knowledge of adult learner theory and effective professional development strategies.
- Knowledge of effective assessment strategies and data analysis tools to inform instructional decision making and program evaluations.
- Understanding of the MSIP process as it relates to curriculum, instruction, assessment, and professional development.
- Understanding of the Annual Performance Report (APR) measures for evaluating school district performance.
- Ability to effectively apply human relation skills, including conflict resolution, consensus building, and leadership skills.
- Demonstrates patience, respect, and understanding of students, teachers, and administrators.
- Demonstrates a sense of professional responsibility.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with District requirements and School Board policies.
- Ability to perform applicable computer applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The employee must independently transport him/herself to various sites in the District as well as schools and other sites in the metropolitan area for various types of meetings and events.

WORK ENVIRONMENT:

The work setting involves performance in a school environment with various levels of staff. The setting involves the support of learning with teachers, administrators and parents on the campus – classroom. The work conditions include an environment, which could be quiet, moderate or loud. The work conditions also require the ability to resolve problems and conflict between students, parents and staff with diverse backgrounds and needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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