

Inter-Lakes School District Job Description



Title: Curriculum Coordinator	Date: November 17, 2025
Classification: Administrator	Terms of Employment: Full-time, 220 days, Exempt
Reports To: Superintendent of Schools	Supervises: Staff as assigned

QUALIFICATIONS:

1. A Master's degree in Education Leadership or related program.
2. Appropriate educator license as required by the State of New Hampshire Department of Education or enrolled in a program to obtain curriculum administrator licensure.
3. A minimum of three years of experience in the field of education, including experience as a classroom teacher.
4. Such alternatives to the education and experience as specified by the Superintendent.

JOB OBJECTIVE:

The curriculum coordinator is in charge of the implementation of the Inter-Lakes School District Competency Framework in grades pre-kindergarten through grade 12+ through the *Design Principles, Practices, and Procedures for Learning, Assessing Learner Progress, and Using Grades to Report Learner Progress* under the direct supervision of the superintendent. The curriculum coordinator collaborates with building and district administrators to assure the implementation of coherent practices across the district. The curriculum coordinator creates and implements an education plan that meets the needs of students and satisfies the requirements of federal, state, and local regulations. The curriculum coordinator provides leadership in ongoing development, assessment, and improvement and evaluates existing curricula. The curriculum coordinator promotes and facilitates professional development for district educators.

ESSENTIAL JOB FUNCTIONS:

1. Model and promote the Professional Standards for Educational Leaders.
2. Foster and develop ongoing professional development opportunities with Antioch University of New England.
3. Facilitate implementation of the minimum standards for public education in New Hampshire, standards and policies set forth by the School District, and comply with education laws.
4. Develop and manage the district's curriculum office budget that meets the stakeholders' needs in requisitioning resources within the funds allocated.
5. Oversee the implementation of the district's master professional development plan
6. Collaborate with building principals in the review, development, and implementation of learning assets (examples include but are not limited to: competency frameworks, assessment menu, student information system, learning management system, learner reporting, educational resources).
7. Take a leadership role in the selection and evaluation of instructional materials.
8. Coordinate collaborative efforts in competency framework review and revision.
9. Coordinate and support informational school-based activities and events.
10. Assist with the development and implementation of federal, state, and local grants.
11. Organize and promote access to professional learning aligned to current trends in innovation and technology.
12. Monitor, analyze, and respond to student performance outcomes as measured by local and state assessment measures across the district in order to improve student learning.
13. Analyze, interpret, and report district data to internal and external audiences.
14. Participate in the recruiting, screening, recommending, training, and assigning of staff.
15. Support staff development by providing feedback on instructional delivery and classroom management techniques through informal and formal supervision and evaluation of staff.
16. Design, facilitate, and support professional development opportunities to reinforce district initiatives (e.g., retreats, competency camp, collaborative planning blocks, faculty meetings, district extended afternoon meetings).
17. Oversee the implementation of the district's master professional development plan
18. Coordinate the implementation of grade reporting processes and procedures.
19. Oversee and manage the renewal of teaching credentials and specialty licenses.
20. Seek out and liaise with external organizations/consultants contracted to facilitate professional development.

21. Facilitate district expectations for use of district-adopted technology tools in alignment with the district's design principles and in accordance with the NH Data Privacy Alliance to assure the implementation of coherent practices across the district (e.g., Student Information System, Learning Management System, Professional Growth).
22. Approve and oversee accurate records as required by federal, state, and local mandates.
23. Facilitate and serve on district and/or school committees as assigned (e.g., Professional Development Committee, Teacher Mentor Program, Paraeducator Mentor Program).
24. Attend school board meetings as assigned.
25. Complete the Crowd Manager Course and maintain active certification.
26. Perform other duties as assigned by the superintendent.

SKILLS

1. Requires strong leadership and management skills.
2. Ability to communicate effectively with students, staff and parents.
3. Ability to think critically and analyze data.
4. Ability to work with a variety of stakeholders and maintain positive working relationships.
5. Ability to analyze problems and find the best solution.

WORKING CONDITIONS:

Primary setting within a school building environment, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary. Travel to school district buildings and professional meetings as required.

The above statements are intended to describe the general nature and level of work assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

* External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
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