Job Title:	Curriculum & Instruction Coordinator — ELAR	**Wage/Hour Status:**	Exempt
Reports To:	Executive Director of Teaching and Learning	**Pay Grade:**	Administrative Pay Scale 7
Dept. /School:	Curriculum, Instruction & Accountability	**Date Revised:**	08/31/2026

Primary Purpose:

Provide district-level leadership and expertise in the design, writing, alignment, implementation, and continuous improvement of the written curriculum. Ensure a coherent, rigorous, standards-aligned curriculum that connects the written, taught, and assessed curriculum and supports high-quality teaching and learning for all students. This is a system-level position that works through district and campus leadership and instructional support staff.

Qualifications:

Education/Certification:

Master's degree in curriculum and instruction, educational leadership, or related field required.

Valid Texas teaching certificate required; Texas Principal, Mid-Management, or other appropriate administrative certification preferred.

Special Knowledge/Skills:

Advance knowledge of curriculum and instructional design, standards alignment, and assessment, including the relationship among the written, taught, and assessed curriculum in vertical and horizontal alignment, scope and sequence, pacing, and rigor.

Advance knowledge of the Texas Essential Knowledge and Skills, English Language Proficiency Standards, state standards review and revision cycles, state assessment design and reporting, and state accountability requirements.

Working knowledge of state statutes, Texas Administrative Code provisions, and State Board of Education rules governing curriculum, instructional materials, and assessment.

Knowledge of differentiation, scaffolding, accessibility, and research-based practices that provide all learners access to rigorous curriculum.

Strong leadership, collaboration, communication, facilitation, project management, and change-management skills.

Experience:

Minimum five years of successful classroom teaching experience with demonstrated evidence of effective instructional practice and student learning.

Demonstrated experience designing, writing, implementing, and evaluating standards-aligned curriculum.

Experience leading curriculum-writing, professional learning, or instructional initiatives; campus administrative or instructional leadership experience preferred.

Major Responsibilities and Duties:

Curriculum Design, Development, and Quality:

1. Lead and actively participate in the design, development, writing, implementation, evaluation, and revision of district curriculum aligned to state standards, state assessment expectations, district expectations, and student-learning priorities.
2. Establish and maintain curriculum architecture, including scope and sequence, pacing, learning expectations, prerequisite knowledge and skills, instructional guidance, aligned resources, and evidence of mastery, ensuring vertical and horizontal alignment, coherence, rigor, and clarity across grade levels and courses, and incorporating language proficiency standards and accessibility requirements.
3. Maintain the district curriculum management system as the authoritative source of the written curriculum, including version control, revision documentation, and archiving of curriculum documents as official district records.
4. Ensure coherence among state standards, the written curriculum, instructional expectations, student tasks, resources, and district and state assessments, including alignment of content, context, and cognitive demand.
5. Design, develop, and revise district curriculum-based assessments aligned to state assessment design specifications, in collaboration with assessment and accountability staff, and contribute to the district assessment calendar and communication of administration expectations to campuses.
6. Analyze assessment results, student work, and implementation evidence at the item and standard level to identify gaps or misalignment and determine appropriate curriculum and system-level responses.
7. Support the design, implementation, and evaluation of new and special district instructional programs and state-required initiatives, ensuring alignment to the written curriculum and to applicable state statutory and rule requirements.

Leadership, Collaboration, and Communication:

8. Maintain regular, purposeful communication with principals and campus instructional leadership teams regarding curriculum expectations, implementation patterns, curriculum changes, resources, and districtwide findings, trends, and recommendations.
9. Lead curriculum-writing teams, develop the capacity of staff participating in curriculum design and evaluation, and provide functional direction to instructional facilitators and instructional support staff regarding curriculum implementation priorities, expectations, and documentation of content-area support.
10. Provide content-area information, curriculum documentation, and technical expertise in support of Board of Trustees and district administration requests through the Executive Director of Teaching and Learning, and serve as a content-area resource to campus leadership, families, and the community, responding to inquiries in accordance with district policy, including formal reconsideration processes.
11. Collaborate with special populations, multilingual education, advanced academics, assessment and accountability, professional learning, and other relevant district departments to ensure coherence across curriculum, instruction, assessment, resources, and student supports, and to ensure all learners have access to rigorous district curriculum.

Resources and Professional Learning:

12. Lead the evaluation, selection, alignment, and recommendation of instructional resources and materials, and serve as the content-area expert in district instructional materials adoption processes, including adoption committees, in compliance with State Board of Education requirements, state review processes, and district board policy.
13. Ensure adopted resources are aligned to the written curriculum and that gaps between adopted resources and state standards are formally documented and addressed through district curriculum documents; coordinate with district instructional materials

staff on allotment planning, ordering, inventory, and transparency requirements.

14. Determine content-area professional learning and capacity-development priorities using curriculum-evaluation findings, implementation evidence, student performance data, and campus instructional leadership input, and lead the professional learning and implementation support that advances the written curriculum at the scope those priorities indicate.

Compliance and Other Duties:

15. Ensure curriculum, instructional materials, and assessment work comply with applicable state and federal statutes, Texas Administrative Code provisions, Texas Education Agency requirements, and district board policy, and maintain confidentiality of student, staff, and assessment data in accordance with FERPA and state assessment security requirements.
16. Maintain current knowledge of curriculum research, state standards and revision cycles, state assessment and accountability requirements, and curriculum-management practices, and disseminate relevant findings to district and campus leadership.
17. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Frequent districtwide travel. Occasional prolonged and irregular hours, including evenings, for Board meetings, campus events, curriculum-writing sessions, and assessment administration windows. Prolonged use of computer. Occasional light lifting and carrying of instructional materials.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.