

Position:	Coordinator of Curriculum, Instruction, and Accountability	FLSA:	Exempt
Department/Site:	Curriculum, Instruction, and Accountability	Salary Grade:	Appropriate Placement
Reports to/Evaluated by:	Administrator of Curriculum, Instruction, and Accountability	Salary Schedule:	Certificated Management

SUMMARY

Coordinates instructional programs which promote high quality curriculum, instruction, assessment, and professional development throughout the District. Assists the Administrators and Directors of Curriculum, Instruction, and Accountability in organizing, implementing, and monitoring instructional programs.

DISTINGUISHING CAREER FEATURES

This is a mid-level management position, with career advancement opportunities to upper-level management positions. The role of the coordinator is to oversee and manage the development, implementation, and evaluation of educational programs and curriculum at both elementary and secondary. Some distinguishing features of the Coordinator of Curriculum and Instruction include:

1. Curriculum design and development: The coordinator is responsible for working with teams to design and developing curriculum for school sites, including ensuring that it aligns with state and national standards and is appropriate for the age and grade level of the students.
2. Instructional leadership: The coordinator provides instructional leadership and support to teachers, ensuring that they have the necessary training and resources to deliver high-quality instruction and assessment.
3. Data analysis and assessment: The coordinator analyzes data related to student performance and works with sites/teachers to develop strategies for improving student achievement.
4. Professional development: The coordinator provides professional development opportunities for teachers and staff, including training on instructional methods, assessment, and the use of technology in the classroom.
5. Collaboration and communication: The coordinator works closely with administrators, teachers, and other educational partners to ensure that educational programs are meeting the needs of students and the community, and communicates regularly with parents and the broader community about educational programs and initiatives.
6. Coordinate and support district wide initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes and maintains a collaborative relationship with teachers to support their development as professional educators.
- Provides instructional mentoring/coaching to teachers.
- Models innovative teaching methodologies through techniques such as co-teaching and demonstration lessons; provide opportunities for teachers to observe exemplary practices of peers.
- Encourages teachers to identify instructional resources; incorporate technology and analyze data to advance teachers' learning and classroom practices.

- Works collaboratively with Curriculum Leaders in providing leadership and directional support based upon curriculum standards as well as CSTPs.
- Attends workshops and conferences to strengthen knowledge of current best practices regarding instructional coaching, strategies, and resources.
- Assists in making presentations to school sites.
- Develop and implement a comprehensive curriculum that aligns with educational goals and meets the needs of all students.
- Coordinates and collaborates with teachers, staff, and administrators to design, develop, and assess instructional programs that promote student engagement, achievement, and success.
- Conduct regular evaluations of curriculum and instructional programs to ensure that they are meeting established standards and benchmarks.
- Provide professional development and training opportunities for teachers and staff to enhance their knowledge and skills in curriculum and instructional design.
- Analyze student performance data to identify areas of improvement and implement strategies to address these areas.
- Work with district to ensure compliance with educational regulations and policies.
- Develop and manage budgets related to curriculum and instructional programs.
- Participate in school board meetings and other educational forums to present curriculum and instructional updates, recommendations, and other pertinent information.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of laws, policies, rules, and regulations pertaining to elementary and secondary curriculum. A thorough knowledge of curriculum standards in the core academic subject areas is essential. Position requires knowledge of organizational principles and practices. Candidate must possess working knowledge of Multi-Tiered Systems of Support and the services that they provide for students.

Abilities: Must be able to speak and write effectively. Position requires the ability to establish and maintain effective relationships with staff, students, parents, and the public contacted in performance of duties. Must be able to give oral presentations to small and large groups.

Physical Abilities: Position requires adequate eye, hand, and finger dexterity in order to operate a keyboard and other office equipment.

Education and Experience: A valid Administrative Services Credential is recommended.