Job Title:       Curriculum Coordinator

Wage/Hour Status:    Exempt

Reports to:   Director of Federal Programs, Accountability and Elementary Instruction

Pay Grade:      413

Dept./School:  Curriculum and Instruction

Date Revised:  09/01/2013

Primary Purpose:

Provide leadership and coordination to provide an aligned and articulated instructional program in all core subject areas.

Qualifications:

**Education/Certification:**
Master’s degree in Educational Leadership
Valid Texas teaching certificate in mathematics

**Special Knowledge/Skills:**
Ability to work collaborative with classroom teachers
Ability to coordinate a district-wide program
Ability to interpret data and identify performance gaps
Strong organizational, communication, and interpersonal skills

**Experience:**
Three years experience as a classroom teacher
Five years experience in mathematics
Experience in a district vertical alignment team

Major Responsibilities and Duties:

**Instructional and Program Management**

1. Coordinate the review, development, and revision of all mathematics programs and related curriculum documents and materials, including curriculum guides, course outlines, and teaching plans.

2. Work cooperatively with directors, coordinators, campus administrators and Instructional Specialists and Math Coaches in developing and supervising the instructional programs in all core subjects.

3. Lead curriculum vertical team.

4. Plans, improves, and oversees district curriculum and curriculum based assessments in all core subject areas.

5. Provide Local Assessment and AWARE Management Support. Compile regular reports reflecting current student performance or other data, as needed.
6. Assists in providing resources and materials to support staff in accomplishing program goals.

7. Obtain and use student achievement data to examine curriculum and instruction program effectiveness for curriculum, including the use of trend line data, as a part of the district’s curriculum management system.

8. Obtain and have on file appropriate publications and supplementary materials relevant to curriculum.

9. Assist in the preparation of the budget and administration of the budget for supplies, equipment, and facilities in curriculum.

10. Coordinate Math Grants development, implementation, and budget management.

11. Manages the collection of ongoing assessment data and other pertinent local assessments as well as provides data in user-friendly formats.

12. Collects and reports student performance data in useable forms.

13. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.

14. Direct local district benchmark assessments and related sports.

15. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.

Staff Development

16. Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and new instructional practices in all core subject areas.

17. Disseminate information regarding current research and significant developments on the state and national levels in curriculum.

18. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation.

19. Demonstrate teaching strategies with students in curriculum classrooms.

20. Attend and present most current curriculum staff development.

21. Provide resources and materials to support staff in accomplishing program goals.

22. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
Other

23. Assist in communicating information to parent and community members about school programs in curriculum.

24. Use effective communication skills to present information accurately and clearly.

25. Keep informed of and comply with state, district, and school regulations and policies.

26. Compile, maintain, and file all physical and computerized reports, records, and other documents as required.

27. Compile budgets and cost estimates based on document program needs.

28. Compile budget and cost estimates based on documented program needs specific to district level curriculum instruction.

29. Assist with the selection and purchase of supplemental equipment and supplies for the program.

30. Compile budgets and cost estimates based on documented program needs.

31. Perform all other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate Secondary Math Coaches.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Daily district wide travel and occasional statewide travel. Frequent prolonged and irregular hours.

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

Employee Signature ___________________________ Date ____________________

Printed Name __________________________________________