

JOB DESCRIPTION

Title: Curriculum & Assessment Coordinator

Primary Function (Job Goal):

The Curriculum Coordinator will assist with the development, implementation, organization and evaluation of instructional programs, grants, professional development, and district initiatives targeted to improve the educational achievement of all students and employees.

Reports To: Assistant Superintendent of Educational Achievement

Supervisory Responsibilities: Participates in the evaluation of Educational Achievement Department staff as assigned by the Assistant Superintendent of Educational Achievement

Qualifications:

1. ISBE Elementary Type 03 (K-9) Certificate.
2. Experience in ESL programming with ESL endorsement preferred
3. ISBE Type 75 General Administrative Certification
4. Masters Degree in an educationally related field (curriculum or content area – e.g., reading, language arts, etc.).
5. Demonstrated success with curriculum design.
6. Demonstrated success using Differentiated Instruction in an elementary classroom setting.
7. Demonstrated success using best instructional and assessment practices in an elementary classroom.
8. Five (5) years of successful teaching experience at the elementary level.
9. Experience with the delivery of professional development to adult learners preferred.
10. Have access to and ability to use one's own transportation to move from building to building throughout the day.
11. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Performance Responsibilities (Essential Duties):

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

1. Demonstrate support for the Mission, Beliefs, and Goals of District 30-C.
2. Uphold the established Board of Education policies, regulations, and administrative procedures.
3. Communicate with colleagues, students, parents, administration, and the community as needed to meet professional standards.
4. Participate in the analysis, planning, development, and revision of curricular materials and the development of curricular guides.
5. Coordinate and maintain district wide special programs (examples: Reading Specialists, ELL staff, Accelerated Program teachers, Differentiation Coaches with regularly scheduled meetings for the improvement of instruction.
6. Assist teachers with alignment, writing, teaching, and assessment of the district-approved curriculum.
7. Support teachers in using data to improve instruction for all students.
8. Ensure that student achievement data is used to drive decisions at the classroom and school level.
9. Work with the technology department to develop lessons using technology in the classroom.

10. Keep abreast of current research and developments in the fields of curriculum and instruction.
11. Organize data for reviewing, evaluating, and interpreting the results of regular education assessment programs.
12. Schedule and assist with the textbook adoption process in conjunction with district-level committees.
13. Support district initiatives by participating/facilitating district-level committees and content area program implementation and improvement.
14. Assist with organizing, scheduling and delivering professional development sessions for administrators and teachers.
15. Assist with planning and implementation of district wide mentoring and induction activities.
16. Provide support for regular education initiatives focused on the improvement of student achievement.
17. Assist with the preparation of information for grant applications (Federal, State, local) and related materials for general education.
18. Assist with the development and coordination of Accelerated Program.
19. Assist with organization and communication necessary to implement district and state-level assessments.
20. Assist with district Teacher Institute as directed by the Assistant Superintendent for Educational Achievement.
21. Attend meetings, serve on committees, and perform such other duties and assume other responsibilities as may be assigned by the Assistant Superintendent for Educational Achievement or his/her designee in accordance with the TEA contract and the Board of Education.

Terms of Employment: 261 Days

Evaluation: Performance of this job will be evaluated in accordance with the Board of Education's policy on Evaluation of Professional Personnel.

Employee Signature/Date

Supervisor Signature/Date

Copy to Employee and Supervisor