
North Slope Borough School District



Position	Coordinator of Curriculum & Instruction	Job Code	113901
Reports to	Director of Curriculum & Instruction	Supervisory	Yes
Classification	Certified	Safety Sensitive	No
Range	Not applicable	Salary Range	\$108,796.70
Work Year	260 days	FLSA Exempt	Yes

Revised 12/11

Summary or Purpose

Support the Director of Curriculum and Instruction to provide review, development, coordination and dissemination of academic/technical curriculum and instruction for the North Slope School District.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's Degree in education required.

State of Alaska Type 'B' certificate required.

Minimum of two years successful administrative experience required.

Knowledge of effective curriculum and instruction development, interpretation, and evaluation required.

Experience in curriculum alignment and mapping required.

Knowledge of effective technological curriculum and instruction development, interpretation and evaluation required.

Demonstrated ability to work positively in multilingual/multicultural environment required.

Ability to work, live and travel in remote areas of Alaska required.

Progressive professional attitude; the ability to accept and implement educational change required.

Ability to work and contribute as a member of a district leadership team required.

General knowledge of current trends and issues in education required.

Outstanding written and verbal communication skills required.

Experience in evaluation/selection of curriculum materials preferred.

Rural Alaskan administrative experience preferred.

Knowledge of the Iñupiaq language, history and culture preferred.

General knowledge of current trends and issues and instructional strategies with English Language Learners preferred.

Training and/or experience in the administration of career technical/vocational education preferred.

General knowledge of current trends and issues and experience with Early Childhood Development preferred.

Experience with state and federal grants, preferred.

Training and/or experience in innovative program delivery preferred.

Essential Duties and Responsibilities

Remain abreast of developments and innovations in the field of education as it relates to curriculum and instruction.

Assist in continual upgrading of District wide curriculum, instruction and programs.

Assist in organizing a variety of curriculum and instruction training programs and staff development activities for the District.

Assist in the determination of types of curriculum and instruction programs needed by the school sites.

Prepare and submit curriculum and instruction reports and other required documentation as required.

Assist in the development, implementation, and review of District curriculum and instruction standards.

Assist in planning and facilitating curriculum alignment, integration and mapping District-wide, serve on the Curriculum Development Team.

Serve as a member on the District Instructional Leadership Team.

Coordinate District-wide curriculum and instruction functions such as trainings, review committees.

Coordinate Early Childhood Education (ECE) efforts District-wide, supporting ECE teachers at the school sites regarding best practice and purchase of instructional materials.

Assists the Director of Curriculum and Instruction in evaluating the quality of the District's instructional programs in light of the District's strategic plan, District priorities, program goals, projected student outcomes, performance objectives, and state and national standards.

Assists the Director of Curriculum and Instruction with the evaluation and selection of new curriculum materials. Assists and advises school sites regarding the purchase of instructional materials.

Assists in coordination of District-wide career technical education (CTE) programs including, serving as a liaison between EED and the District on CTE issues, assisting and advising schools on local CTE and vocational programs.

Assist in coordination of English Language Learners (ELL) instruction District-wide.

Facilitate District-wide programs and the various speakers and presenters that visit school sites.

Adhere to all District policies and regulations.

Perform such other tasks and assume other responsibilities as the Director of Curriculum and Instruction, the Assistant Superintendent or Superintendent may assign.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to travel within and outside of the North Slope Borough School District. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually quiet.

This job description is not an employment agreement between the North Slope Borough School District and the employee; and is subject to change by the District as the needs of the District and requirements of the job change.

Administrative Supervisor approval

Date

Employee review and agreement

Date