



GRAHAM INDEPENDENT SCHOOL DISTRICT
Elementary Curriculum Coordinator
Employee Job Description

JOB TITLE: Elementary Curriculum Coordinator **WAGE/HOUR STATUS:** Exempt

REPORTS TO: Chief Academic Officer **PAY GRADE:** 4

DEPARTMENT: Curriculum & Instruction **DATE REVISED:** 9/18/25

PRIMARY PURPOSE:

Provide leadership and coordination to provide an aligned and articulated instructional program in the areas of elementary curriculum and instruction, including emergent bilingual instruction.

QUALIFICATIONS:

Education/Certification:

Master's degree from accredited university with a major in elementary education preferred
Valid Texas teaching certificate with required endorsements

Special Knowledge/Skills:

Knowledge of curriculum design and implementation
Ability to evaluate instructional programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Ability to interpret data
Excellent organizational, communication, and interpersonal skills

Experience:

Five years teaching experience in elementary schools
Experience teaching in both self-contained and departmentalized structures preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Coordinate the review, development, and revision of all elementary programs and related curriculum documents and materials, including curriculum guides, course outlines, district assessments, and teaching plans.
2. Work cooperatively with the Chief Academic Office and campus principals in developing and supervising the instructional programs in the area of elementary curriculum and instruction.
3. Work collaboratively with the secondary curriculum coordinator in order to plan and design professional learning for teachers and support integration among the subject areas.
4. Plan and oversee assessments for the area of elementary curriculum.
5. Support campuses in the ordering and maintenance of instructional materials to facilitate full implementation of the curriculum.

6. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
7. Assist in the preparation of the budget and administration of the budget for supplies, equipment, and resources in the area of elementary curriculum.
8. Plan and provide professional learning for teachers, administrators, and staff.
9. Disseminate information regarding current research and significant developments on the state and national levels. Collaborate with other district elementary curriculum leaders and connect with national organizations to maintain knowledge on current best practices in teaching to drive teacher professional learning and curriculum design.
10. Observe classroom instruction and provide feedback and assistance to classroom teachers and campus administrators to facilitate improvement and innovation.
11. Work with PLC teams, giving guidance and support for the area of elementary curriculum.
12. Model a variety of teaching strategies with students in classrooms.
13. Assist in communicating information to parent and community members about school programs.
14. Use effective communication skills to present information accurately and clearly.
15. Keep informed of and comply with state, district, and school regulations and policies.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
17. Maintain confidentiality of information.
18. Perform all other tasks and duties as assigned.

Supervisory Responsibilities:

Supervise assigned staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

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