

Community Unit School District #205

Job Title:	Curriculum / Instruction & Evaluation Coordinator		
Location:	District Office	Terms of Employment:	11 Month Administrator (210 Days)
Reports To:	Superintendent	Board Approved:	Approved May 8, 2023
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's policy of evaluation of Professional Personnel.		
Qualifications:		Job Goal:	
<ol style="list-style-type: none"> 1. Master's Degree. 2. IL Professional Educator License with General Administrative Endorsement. 3. Qualified to Evaluate Certified Staff – ability to understand and apply Danielson's Framework. 		<p>To provide leadership in the development, implementation, and coordination of the district's curriculum / instruction/ assessment, as well as lead evaluation of staff.</p>	
Responsibilities:			
<ol style="list-style-type: none"> 1. Guide development, implementation, and evaluation of curriculum and instructional services. 2. Interpret the curriculum and its philosophy to the Board, the Administration, the staff, and the general public. 3. Assume responsibility for reviewing and evaluating results of district and state-wide testing programs, and for other evaluative measures used by the schools. 4. Interpret the results of district and state-wide assessments to the Board of Education, Administration, staff, and general public. 5. Communicate the approved curriculum to the professional staff and maintain a list of approved instructional materials. 6. Lead the District Professional Development Committee. 7. Coordinate Assessment for District #205 and associated programs, including creating testing windows for such. 8. Work with Principals and Teacher committees in organizing and coordinating grade level and departmental meetings, in order to promote horizontal and vertical continuity and articulation of the instructional program throughout the district. 9. Study, evaluate, and when appropriate, recommend adoption of new instructional materials, methods, and programs as related to instructional supplies, equipment, and materials. 10. Establish and coordinate staff development for Principals in areas such as teacher evaluation, curriculum, and instructional leadership. 11. Assist in administering negotiated contracts and collective bargaining. 12. Work with Principals and Teachers regarding parental concerns over instructional matters. 13. Collaborate with external professional development providers to identify training needs and strategies for implementation. 			

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14. Lead the evaluation and review the performance of the teaching staff in the district.
15. Maintain liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
16. Assure the smooth and efficient operation of the District Offices: distribute district information to the staff, students, parents/guardians, and public/community efficiently.
17. Assist with coordination of special district programs including Illinois Young Authors and other initiatives as appropriate.
18. Work to improve the overall quality of education received by students in the district.
19. Develop, implement, and evaluate district-wide professional development.
20. Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent.

Employee Name:		Date:	
Employee Signature			