

Griffin-Spalding County School System

Title: Curriculum Coordinator Job Class Code: 621	Category: Administration
Job Details: 215 Days/Exempt/Full-Time	Reports To: Director of Teaching and Learning
Updated: 05/24/2024 Reviewed: 11/02/2024	Salary Schedule: Administrative; Pay Grade: AS21 Salary Range: \$72,636-\$125,234

JOB SUMMARY

The Curriculum Coordinator will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services to support student achievement in specific areas of curriculum as assigned by Director; e.g., ELA, Math, Science or Social Studies/Gifted.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Leads in the development and maintenance of a positive coordinated educational program designed to meet the needs of all children
- Guides the development, implementation, and evaluation of curriculum and instruction
- Assists in the design, implementation, and evaluation of in-service training and staff development for target audiences
- Guides leaders in the collecting and analyzing of data to develop action plans in response to determined school needs
- Reviews district wide assessment data to determine growth, trends and areas of weakness for instructional/program improvement and professional development needs
- Assumes responsibility for the design of a local system of assessments to include data gathering and analysis
- Designs and implements feedback from staff, parent, student, and community members regarding curriculum and instruction
- Assists in keeping the community informed about the curriculum and instructional programs of the schools and student achievement in the state's learning results
- Assists in the development of a proposed annual budget relating to curriculum development and the instructional materials needs of schools
- Leads in the continued development of report cards
- Guides development, implementation, and evaluation of orientation and in-service training programs for professional personnel
- Works with building principals in the improvement of individual staff competencies
- Frequently visits each school to observe classroom instruction and to encourage, guide and support the faculty and principals in working toward achieving the learning results in K-12
- Supports student academic transition between grade levels and schools
- Provides support to all classroom teachers in implementing standards-based instructional and assessment practices through consultation, coaching, and the maintenance of active professional learning communities
- Maintains expertise through membership and participation in professional associations, reading professional journals, and by attending workshops and conferences
- Performs such other tasks and assumes such other responsibilities as assigned
- Maintains prompt and regular attendance as physical presence on the job site is a requirement.

SUPERVISES

- No supervisory responsibilities

MINIMUM QUALIFICATIONS

- Master's Degree in a content related field OR Master's degree in education with a content area endorsement
- Three years of experience in leading adult teams
- Five years of teaching experience
- Must hold or have eligibility for a Georgia teaching certificate in the appropriate content area(s)

PREFERRED QUALIFICATIONS

- Certification in Curriculum and Instruction
- Three years of experience in instructional or administrative leadership position
- Coaching Endorsement
- Experience teaching at multiple levels
- Experience as an Academic Coach
- Gifted Endorsement

COMPETENCIES NECESSARY TO DO THE JOB

- Knowledge of curriculum development principles and trends
- Knowledge of instruction and teaching methods
- Knowledge of applicable local, state, and federal laws and regulations
- Knowledge of technical writing
- Knowledge of needs assessment and research methods
- Knowledge of computers and applicable programs and software
- Knowledge of student learning outcomes and assessment
- Skill in developing and monitoring curriculums
- Skill in writing student outcomes
- Skill in reading and writing technical documentation
- Skill in researching and evaluating curriculum standards
- Skill in interpreting and applying local, state, and federal requirements and regulations
- Skill in communicating effectively both in oral and written form
- Skill in project management and independent problem solving
- Ability to communicate technical information in a clear and understandable manner
- Ability to work independently and prioritize tasks
- Ability to utilize computer technology for communication, data gathering and reporting activities
- Effective writing skills
- Strong interpersonal skills
- Analytical skills
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.