

Curriculum Coordinator of Secondary Schools

Reports to:	Assistant Superintendent for Curriculum and Instruction
Classification:	Coordinator
FLSA Status:	Exempt
Terms of Employment:	188 day base teacher contract with 20 extended days. Salary and work year to be established by the Board.
Evaluation:	This position will be evaluated in accordance with provisions of the performance based evaluation for certified staff.
Compensation:	According to the certified staff salary schedule.

JOB SUMMARY:

The Curriculum Coordinator of Secondary Schools is responsible for providing leadership, support, and oversight for secondary education programs across multiple schools. This role involves collaborating with school leaders, teachers, and stakeholders to enhance educational outcomes, implement curriculum, and promote best practices in teaching and learning in order to empower a diverse student body to achieve their highest potential.

The Curriculum Coordinator of Secondary Schools will oversee 6-12 English, 6-12 Math, 6-12 Social Studies, 6-12 Science, K-12 Math Acceleration, 6-12 Math Specialists, and 6-12 Project Lead the Way (PLTW).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **Curriculum Development:** Design, review, and update the curriculum to align with state and national educational standards. This includes overseeing the implementation of curriculum and collaborating with educators to develop, support and refine instructional resources and assessments.
2. **Instructional Support:** Provide guidance and support to teachers in implementing effective instructional strategies and assessment methods.
3. **Professional Development:** Organize and conduct workshops and training sessions for staff on curriculum-related topics and best practices in teaching.
4. **Assessment and Evaluation:** Develop assessment tools and processes to evaluate student performance and curriculum effectiveness.
5. **Data Analysis and Assessment:**
 - a. Analyze student performance data to inform instructional practices and improve student outcomes.
 - b. Monitor and evaluate school performance metrics and provide feedback for improvement.
 - c. Interpret assessment results and other related data to inform the decision making process and make adjustments in assigned curricular areas.
6. **Collaboration:** Work closely with teachers, instructional and digital coaches, department heads, and administration to foster a collaborative educational environment.
7. **Leadership and Management:**
 - a. Provide guidance and support to school principals and staff.
 - b. Foster a positive school culture and promote continuous improvement.
8. **Resource Management:** Identify and recommend instructional resources, materials, and technology to enhance teaching and learning. Collaboratively develop the budget for assigned curricular areas and monitor expenditures from approved department budget.
9. **Compliance:** Ensure that the curriculum complies with district, state, and federal education regulations and standards. Assist in the development and implementation of school policies and procedures.
 - a. Stay informed and knowledgeable of changing laws, current issues, and best practices in the field of education.
 - b. Keep current with educational research and attend appropriate professional meetings.

- c. Communicate with the Department of Elementary and Secondary Education and other related agencies on topics pertaining to assigned curricular areas.
- 10. **Parent and Community Engagement:** Communicate with parents and community stakeholders about curriculum initiatives and educational programs
 - a. Build strong relationships with parents, community organizations, and local agencies.
 - b. Engage effectively with stakeholders regarding school initiatives and performance.
 - c. Collaborate and disseminate department goals with stakeholders as appropriate.
- 11. **Maintain a Safe and Orderly Work Environment:**
 - a. Appropriate safety precautions to be used at all times while performing essential duties.
 - b. Work collaboratively with other staff members.
 - c. Assume responsibility for the safe condition of all assigned areas and/or equipment operated.
 - d. Follow established district policy and procedure at all times.
- 12. **Other:**
 - a. Must be able to travel to various District buildings and/or sites.
 - b. Must be able to provide personal transportation when expected to travel within the District and/or other sites.
 - c. Other related duties as assigned by the district Administration and/or Supervisor.

SUPERVISORY RESPONSIBILITIES:

This position does not require supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

1. Bachelor's degree in Education or a related field required. Master's degree (or higher) in Curriculum or Education related preferred.
2. Prior experience in curriculum development, implementation, and assessment is required.
3. Teaching certification and three (3) or more years of successful teaching experience in secondary education required.
4. Knowledge of and/or experience with various secondary subjects preferred.
5. Strong knowledge of curriculum design and instructional strategies.
6. Ability to analyze data, drive decision-making based on evidence and apply findings to curriculum development.
7. Proven leadership experience in an educational setting.
8. Excellent communication, organizational, interpersonal and leadership skills.

COMMUNICATION SKILLS:

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.
3. Ability to effectively communicate on an individual, small, and large group basis.
4. Ability to work collaboratively with diverse groups.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to perform mathematical calculations to balance assigned budget details, invoices, bills, purchase orders and other related items.

REASONING ABILITY:

1. Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.

2. Ability to extrapolate trends and related information from data sets.
3. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
4. Identify and resolve problems in a timely manner, gathers and analyze information skillfully; use reason even when dealing with emotional topics.
5. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.
6. Strong problem-solving and critical-thinking abilities.
7. Problem-solving skills and adaptability.

OTHER SKILLS AND ABILITIES:

1. Ability to work with appropriate technology and software programs in a knowledgeable manner.
2. Demonstrate organizational ability and attention to detail.
3. Ability to provide assistance to the school community as necessary.
4. Ability to work independently.
5. Excellent human relation skills.
6. Ability to accomplish tasks in a timely manner.
7. Proficient in educational technology and software.
8. Commitment to continuous improvement and professional development.
9. Leadership and team-building abilities.
10. Knowledge of curriculum design and instructional best practices.
11. Proficiency in using educational technology and data management systems.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, supplies and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel will be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.