



COORDINATOR, K-12 CURRICULUM AND INSTRUCTION

Rev. January 2026

Job No.: 3636

Reports to: Executive Director of Curriculum & Instruction

Dept./Campus: Curriculum and Instruction

FLSA Status: Exempt

Pay Grade:

Term: 226 Days

PRIMARY PURPOSE:

To provide district-wide leadership and coordination for all aspects of curriculum, instruction, assessment, professional learning, and materials support to enhance and maximize the learning opportunities for students resulting in learners that are empowered to enrich our world and excel in a rapidly changing global society.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on affecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage, and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Promote and support the district vision, initiatives, and culture.
- Oversee the design and revision of the written, taught, and assessed curriculum. Apply the findings of research, current technology, and district studies to improve curriculum and instruction.
- Provide leadership in differentiation of curriculum and instruction to meet all students' needs.
- Design, coordinate, and align systems and processes to support district and campus goals.
- Coordinate and support the development and implementation of Leander ISD's programs which relate to curriculum and instruction.
- Provide instructional leadership and support to administrators, curriculum staff, instructional coaches and teachers regarding the alignment and implementation of LISD's written, taught, and assessed curriculum.
- Collaborate with School and Community Relations to communicate district curriculum, instructional practices, accomplishments, goals, and new directions to parents and the community.
- Collaborate with LISD curriculum coordinators to promote district curriculum and instruction initiatives.
- Compile and analyze state and local assessment data to coordinate plans for improvement in targeted areas.
- Coordinate and create reports and presentations as needed.
- Collaborate with Special Programs to organize and manage curriculum summer programs as assigned.
- Coordinate, develop, and provide professional learning aligned to district initiatives.
- Coordinate all aspects of all role-specific requirements in Leander ISD.
- Identify professional learning needs.
- Gather feedback and make recommendations for continuous improvement of program effectiveness.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Obtain and use evaluative findings (including student achievement data) to examine program effectiveness.
- Lead and participate in district committees and projects as needed.
- Support the development of the Curriculum and Instruction budget.
- Collaborate with the Empowered Learning and Information Technology Services Departments to identify and select technology related equipment and materials needed to support instructional programs.
- Abide by all district and state policies and guidelines.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field. Master's Degree preferred.
- Valid Texas Teacher Certification. Mid-Management or principal certification preferred.
- At least three years teaching experience.

Knowledge/Skills/Abilities:

- Knowledge of effective leadership strategies; systems thinking and continuous improvement philosophy; and best practices in specific field.
- Skills in organization; communication; collaboration; and interpersonal relations.
- Ability to self-direct; coordinate multiple tasks; collect, analyze, and use data to improve student learning; and attend training and read/research as needed to extend knowledge.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Ability to make information presentations, inside and outside the organization.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.

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- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.