Job Title: Content Curriculum Coordinator  
Wage/Hour Status: Exempt

Reports to: Elementary and Secondary Director  
Pay Grade: 225 days

Dept./School: Central Administration Office

Primary Purpose:
Provide district instructional leadership and coordination to promote aligned and articulated curriculum.

Qualifications:

Education/Certification:
- Master’s degree in education from an accredited university
- Valid Texas teaching certificate

Special Knowledge/Skills:
- Knowledge of curriculum design and implementation
- Ability to evaluate instruction programs and teaching effectiveness
- Ability to develop and deliver training to adult learners
- Ability to interpret data
- Strong organizational, communication, and interpersonal skills

Experience:
- Experience with elementary and secondary organizations

Major Responsibilities and Duties:

Instructional and Program Management

1. Provides content specialty knowledge to CAI program development and meetings.
2. Provides clarification of TEKS for K-12 teachers, both formally and informally, as required.
3. Promotes academically sound preparation for state standardized testing.
4. Coordinates the review, development, and revision of all programs and related curriculum documents and materials, including pacing guides and all other materials.
5. Works cooperatively with other subject area coordinators, campus administration, and directors in developing and supervising instructional programs.
6. Works cooperatively with Director of Assessment and Federal Programs and assessment office to develop, implement, and assess all state and district tests.
7. Provides input in the ordering and use of instructional aides, materials, and programs.
8. Obtains and uses student achievement data to examine curriculum and instruction program effectiveness.
9. Provides support and clarification to secondary department heads as required.

Staff Development

10. Plans and provides staff development for teachers and administrators.
11. Provides curriculum overviews.

12. Disseminates information regarding current research and significant developments in the content areas.
13. Demonstrates and models teaching strategies in the classroom.

Other

14. Uses effective communication skills to present information accurately and effectively.

15. Keeps informed of and comply with state, district, and school regulations and policies.

16. Compiles, maintains, and files all physical and computerized reports, records, and other documents.

17. All other duties as assigned.

**Supervisory Responsibilities:**

None

**Working Conditions:**

**Mental Demands/Physical demands/Environmental Factors:**

Maintain customer service attitude at all times. Occasional prolonged or irregular hours.