

St. Martin Parish School District

Revised 7/17/2024

Job Title:	Curriculum Coordinator	Reports To:	Principal
Supervises:	Students, Paraprofessionals, Teachers, Tutors, volunteers, student teachers (when assigned)	HR Contact	Julie Laviolette
Location/Grade Level:		Level/Salary Range:	9-Month Certified Salary Schedule PERFORMANCE
EVALUATION:	Educator evaluation annually pursuant to: BESE Bulletin 130		
Qualifications and Education Requirements	Master's degree, valid Louisiana Teaching Certificate in the assigned areas of instruction pursuant to BESE Bulletin 746.		

JOB DESCRIPTION:

To assist the principal with assessing student needs and exercising leadership in formulating and implementing an instructional program which will further the educational, vocational, physical, emotional, moral and social growth and development of students.

ROLE AND RESPONSIBILITIES:

The following performance responsibilities are suggestive of areas that may or may not be assigned by the principal. Curriculum Coordinators are responsible for those performance responsibilities which have been delegated by the building principal.

1. Assists the principal with the general administration of the school and serves as principal when the principal & assistant principal is absent.
2. Coordinates the inventorying, ordering and issuing of textbooks and/or supplies.
3. Assists and encourages respect in student conduct within the school.
4. Assists in monitoring school attendance.
5. Assists in record keeping and compiling school reports.
6. Assists in coordinating safety inspections and safety drill activities.
7. Assists in the informal observation and supervision of teachers.
8. Assists in promoting the professional growth of the faculty through professional faculty studies and in service programs.
9. Attends and participates in faculty meetings.
10. Provides for rest and relaxation along with fun learning activities.
11. Accepts share of responsibility for growth in student learning in the assigned area of curricular activities as assigned.
 - a. Ensure that student growth is continuous and appropriate for assigned students.
 - b. Plan and prepare in advance for teaching of classes and students assigned. Provide written evidence of preparation which references standards, units, activities, materials, literacy strategies, and formal/informal evaluation of learner outcomes upon request.
12. Employ every effort to establish and maintain open lines of communication with students, parents, community and other school personnel. Be available for parent-teacher conferences.
13. Strives to maintain and improve professional competence.
 - a. Develop and meet two yearly student learning targets which positively affect student achievement through job responsibilities.
14. Attends share of grade level meetings, at the principal's discretion.
 - a. Help establish grade level procedures.
 - b. Coordinate all grade level activities.
 - c. Serve as contact person for inter-grade level needs.
15. Serves as placement person for all new incoming students.
 - a. Involves testing and placing students in appropriate groups.
 - b. Prepare class roster for the following year.
16. Serve as testing coordinator for the school.
17. Serve on school discipline committee, school leadership council, school improvement plan team, SBLC, RTI, and all other committees that contribute to overall school success when assigned.
18. Set up a program of school intervisitation when it may be beneficial for a particular teacher to observe his/her co-worker.
19. Assisting administration to check to see that all teachers have meaningful lesson plans.
20. Assist with beginning teachers in-service.
21. Design, plan and deliver student-centered instruction to all students effectively as measured by the educator evaluation system in accordance with federal and state regulations and the district's Personnel Evaluation Plan.
 - a. Plan for and utilize instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.
 - b. Establish learning objectives consistent with appraisal of student needs, requirements of district- adopted curriculum, and knowledge of human growth and development.
 - c. Create and maintain a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives in the least restrictive environment.
 - d. Establish, post, and enforce rules and expectations for student behavior.

- e. Implement all components of relevant district-adopted curriculum with fidelity.
- f. Provide opportunities for students' involvement and engagement in the learning process to enhance retention, application, relevance, and higher order thinking.
- g. Use all available resources including differentiated instruction through RTI to develop intervention plans for students failing to progress at an acceptable pace with their class and/or peer group.
- h. Plan and provide regular, rigorous assessments which are aligned with the depth and rigor of the state standards and content, including curriculum resources, and provide timely academic feedback to promote student learning.
- i. Understand individualized plans for assigned students with behavior, health, and learning needs and ensure accommodations and modifications are in place in the classroom.
- 22. Identify student needs and cooperate with other professional staff members in assessing students and developing plans to address health, behavioral and learning problems.
- 23. Provide accommodations and/or interventions for at-risk/remedial students, and/or subgroups as appropriate.
- 24. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events, parent teacher conferences and school orientation-no more than six times per school year. High school staff must attend high school graduation.
- 25. If assigned to multiple locations, provide and follow consistently the daily schedule provided to direct supervisor, school principals, and applicable teachers.
- 26. Serve in any other manner which is deemed necessary by the principal.

PROFESSIONAL RESPONSIBILITIES:

- 1. Maintain professional personal appearance and demonstrate respect for colleagues.
- 2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
- 3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- 4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- 5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- 6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- 7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
- 8. Report to the St. Martin Parish School Board as needed or directed.
- 9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
- 10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- 11. Remain open to suggestions and innovative ideas; receive and apply feedback.
- 12. Demonstrate competence in areas of responsibility.
- 13. Exert every effort to constructively involve stakeholders in all professional settings.
- 14. Communicate appropriately and work effectively with all populations.
- 15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- 16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- 17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

SUPPLEMENTAL SALARY SCHEDULE (ACT 311):

The salaries provided in the salary schedules shall be considered compensation for work performed by each employee which relate to his/her prescribed duties and responsibilities, as identified and described in the employee's job description(s). Additional compensation shall be provided as follows:

- (1) In addition to all other compensation to which a teacher is entitled, any teacher who is not afforded the minimum uninterrupted planning time required by R.S.17:434(A) shall be compensated at the effective hourly rate of that teacher for each hour of planning time.
- (2) Any employee in a certified position who performs approved work beyond the scope of their prescribed duties and responsibilities in their job description and for which prior approval has been obtained from their direct supervisor and district administration shall be paid at the rate required by La. R.S. 17:418. Any work to be performed outside of an employee's job duties and responsibilities shall require the employee to:
 - (a) submit a written description of the services to be performed and the estimated time to complete the task, which shall be submitted to the employee's immediate supervisor prior to commencing such services;
 - (b) obtain the prior written approval of the employee's immediate supervisor and district administration; AND
 - (c) obtain supplemental, written authority from the employee's immediate supervisor and district administration before exceeding the initial estimated time for performing such services.

Such employee shall submit a completed Extra-Duty Timesheet reflecting the services actually provided and the time spent for each item, rounded to the nearest one-tenth of an hour, within seven (7) calendar days of performing such services to their immediate supervisor. The Extra-Duty Timesheet with prior approval documentation must be submitted to Payroll monthly as the work is performed in accordance with established Payroll cutoff deadlines.

(3) All nonexempt employees shall be compensated for overtime work in accordance with the Fair Labor Standards Act, 29 U.S.C. 201. If individuals are employed in one capacity but voluntarily work part-time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes in accordance with SMPSB Compensation Guidelines/Overtime policy (GBAA).

While the operation of the St. Martin Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name:		Employee Signature:	
		Date:	
Approved By: Employee Signature:		Date:	