

Wyalusing Area School District

TITLE: Coordinator of Curriculum and Instructional Technology

JOB SUMMARY: Provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional programs, assessment, research and evaluation.

Ensures that the district/school educational objectives are aligned to state standards and to instructional practices that yield the highest standards of student achievement and instructional excellence. S/he will ensure that organizational systems and academic programs are established to ensure all students are college and career ready.

Provides computer hardware/software and media technology support to students, teachers, and administrators throughout the district.

Reports to: Superintendent of Schools

Grade: Act 93 Position

FLSA Status: Exempt

Qualifications:

- Master's Degree or higher in Education or related field
- Commitment to the success of all students
- Knowledge of research, PA Common Core State Standards (CCSS), comprehensive assessment systems, and practice in curriculum, instruction, assessment and technology
- Capable and experienced project manager with a track record of completing projects and tasks on time and on budget
- Knowledgeable about change management and quickly able to establish credibility among team members including partners, peers, direct reports, and executive leadership
- Ability to effectively work with and communicate to a diverse set of internal and external stakeholders for a variety of purposes
- Documented understanding of comprehensive planning and standards-based reform and accountability

Draft- Pending Board Review & Approval

- Ability to articulate the importance of a well-designed, standards-aligned instructional and assessment program
- Ability to broker resources (human and material) based on identified needs
- Demonstrated use of internal and external data to guide, define, and make informed decisions and evaluate curricula, assessment, and teaching practices
- Knowledge of local, state and federal graduation, curriculum and assessment requirements and current policy
- Knowledge of the “Professional Learning Communities” model for professional development
- Strong written/oral communication skills required
- Strong organizational skills required
- Must understand and appreciate the need for confidentiality when dealing with sensitive and confidential student and/or staff records
- Must be able to meet the physical/sensory demands of this position.

Compensation/Benefits:

- Full-Time Act 93 position with full Act 93 benefits

PRIMARY DUTIES AND RESPONSIBILITIES:

Ensure all students are offered an adequate academic program and assessment position that prepares them for college and/or career success.

1. Develop a strategic and tactical plan for implementing the CCSS including an aligned assessment system.
2. Lead in the selection and adoption of the District’s PreK-12 curricula in conjunction with building principals.
3. Maintain and monitor all student achievement data including annual assessment results, course grades, and benchmark assessment results.
4. Address the complexity of moving the District’s curriculum, instruction, assessment and technology programs from traditional practices to that of integrated, performance-based practices.
5. Ensure that there is an appropriate and logical alignment between the District’s academic program, curricula, assessment, and the District, State and Federal accountability programs.
6. Evaluate academic programming, curricula, and assessment decisions for effectiveness and revision, when necessary.

7. Use multiple sources of data, including student performance data, to effect changes in curriculum, assessment, programs, teaching, as well as the attitudes of stakeholders about needed changes.
8. Monitor and benchmark student performance and progress at the school and district levels.
9. Ensure that curricula, assessments, and academic programs are designed, appropriately implemented, evaluated and refined.
10. Ensure that appropriate differentiation in curricula and instruction are available to students with needs.
11. Work cross-functionally with Gifted and Talented and Special Education program staff to support individual student needs.
12. Collaborate with Principals to develop PLC sessions by grade level or department.
13. Collaborate with instructional staff and teachers to develop curriculum materials and specific lesson plans that integrate technology.
14. Conduct professional development in areas of technology integration
15. Collaborate with school leaders, faculty, and staff to provide leadership in the school's use of instructional technology resources to enhance learning
16. Coordinate the development, implementation, and evaluation of the Comprehensive Plan (both District and building plans).
17. Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and technology.
18. Report periodically to the board on all curriculum, instruction, and assessment matters and all technology issues.
19. Implement best practices related to technology use in the school program based on research, pilot programs, and state/national standards
20. Work with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure
21. Assist with planning the design of the technology infrastructure so that information resources are continually available to the school community
22. Collaborate with the district leaders, principals, teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals
23. Assist teachers with selecting appropriate IU training and conferences;
24. Assist with grants related to curriculum and instruction;
25. Provide technology support for work order tickets in a timely and customer oriented manner.
26. Use efficient procedures for processing requests of media-related supplies, materials, and equipment.

27. Maintain an efficient system of distribution, inventory, and maintenance of media equipment.
28. Assist with implementing the district Technology Education Plan.
29. Serve on various committees as needed.
30. Maintain current knowledge of new developments and trends in the technology field so that innovations and new equipment may be implemented as appropriate.
31. Responsible for supporting district security cameras, bus cameras, external door security systems, wi-fi access, and other technology infra-structure.
32. Responsible for computer station setup, continuous operation, downloading updates, periodic cleaning, and trouble-shooting and repair as necessary in both office and classroom lab settings.
33. Trouble-shooting and repair of desktop computers, laptop computers, laptop carts, printers, scanners, telephone systems, electronic control/audio systems, tablets, cameras, LCD projectors, and other handheld devices, as needed.
34. Prepare and service Special Education Assistive technology, hardware, and software for students as needed in a timely manner to maintain IEP compliance.
35. Other duties as assigned.