

## **CLASSIFICATION DESCRIPTION**

### ***TITLE: Curriculum & Instruction Coordinator***

**TITLE OF IMMEDIATE SUPERVISOR:** Assistant Superintendent

**ACCOUNTABLE FOR (Job Titles):** Curriculum Coaches, Instructional Data Coaches, Literacy Coach, Math Coach, and Textbook/Materials Manager

**SUPERVISES:** Instructional programs and staff development activities in the areas of curriculum, instruction and assessment

**PAY GRADE ASSIGNMENT:** DDWIAA – 1.00FTE - 52 Weeks

**GENERAL SUMMARY OR PURPOSE OF JOB:** Provide coordination for the planning, implementation and evaluation of the District's E-12 curriculum and program of staff development. Responsibilities generally include aligning district, state, and federal curricula, facilitating the curricular review and materials adoption processes, developing curricular budgets, facilitates staff development opportunities, complies with federal requirements for federal funding, oversees the training and work of instructional data coaches and district interventions.

**ESSENTIAL DUTIES:** (These duties are a representative sample)

#### **Coordinator of Curriculum & Instruction:**

- Aligns District curriculum to state and federal standards
- Maintains current knowledge of changes in state and federal standards
- Facilitates regular teacher leader meetings to review curricula regularly
- Facilitates materials adoption process when appropriate
- Creates documents communicating the District curriculum to staff and community
- Coordinates and monitors effectiveness in the areas of content area curriculum, common assessment implementation, instructional material adoption and instructional strategies.
- Coordinate with Director of Assessment, Evaluation & Performance for the administration of local, state and federal assessments including the interpretation of results for use in program and student academic improvement
- Provides leadership and facilitates collaboration among instructional focused training personnel (coaches, instructional leaders).
- Collaborates with the Assistant Superintendent in the development of policy that supports student achievement of content standards
- Collaborates with the Assistant Superintendent in the development of the curriculum and staff development budgets.
- Assists with the coordination of state/federal programs and grants as designated by the Assistant Superintendent.

**MINIMUM QUALIFICATIONS:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Requires a minimum of a master's degree in education or a closely related field, or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**CERTIFICATION OR LICENSING REQUIREMENTS** (prior to job entry):

- Licensed to teach by the Minnesota Department of Education.

**KNOWLEDGE REQUIREMENTS:** (Requires knowledge of:)

- Federal, State, and District Learning Standards
- State and Federal curricular requirements and regulations

- Federal and State reporting requirements
- Familiarity with Federal and State curricular processes
- General knowledge of budgeting and accounting
- General knowledge of educational law, especially regarding curriculum.

**SKILL REQUIREMENTS:** (Skilled in)

- Communication and interpersonal skills with staff and community members.
- Excellent organizational skills
- Effective group facilitation skills
- Basic computer skills for word processing, spreadsheets, using databases, publishing, e-mail, and the Internet.
- Preparing reports.
- Supervising staff.
- Ability to perform multiple tasks concurrently.
- Ability to use common office equipment and processes, such as facsimile machines, photocopiers, calculators, and voice messaging systems.