

**CELINA INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
ELEMENTARY/SECONDARY INSTRUCTIONAL COORDINATOR**

PRIMARY PURPOSE:

Evaluate and provide leadership for PK-12 programs of the district.
Responsible for the effective and efficient operation of the Curriculum and Instruction department, which includes curriculum, federal programs and testing.

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

Master's degree in education administration
Principal's certification

Special Knowledge/Skills:

Knowledge of curriculum and instruction
Ability to evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to coordinate district function
Ability to implement policy and procedures
Ability to interpret data
Strong communication, public relations, and interpersonal skills

Experience:

Three years experience as a classroom teacher
Three years experience in instructional leadership roles
Principal or Assistant Principal experience

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional and Program Management:

1. Direct instructional and curriculum services to meet students' needs.
2. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
3. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
4. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
5. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.

6. Ensure the use of technology in the teaching-learning process.
7. Plan the necessary time, resources, and materials to support accomplishment of education goals.
8. Ensure the district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
9. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
10. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellent indicators).
11. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
12. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
13. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
14. Specific programs include but not limited to:
 - a. Curriculum Pk-12
 - b. Federal Programs
 - c. Testing
 - d. New Employee/Substitute Orientation
 - e. ESL/Bilingual programs
 - f. ARI/AMI Programs
 - g. Gifted & Talented Programs
 - h. Dyslexia Program

Policy, Reports, and Law:

15. Implement the policies established by federal and state law, State Board of education rule, and local board policy in curriculum and instruction area.
16. Compile, maintain, and present all physical and computerized reports, records, and other documents required.

Budget:

17. Administer the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently.
18. Compile budgets and cost estimates based on documented program needs.

Personnel Management:

19. Prepare, review, and revise job descriptions in curriculum and instruction department.
20. Evaluate job performance of employees to ensure effectiveness.
21. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal. Assist with the implementation of the designated teacher appraisal system.

Communication:

- 22. Provide for two-way communication with principals, teachers, staff, parents, and community.
- 23. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
- 24. Monitor professional research and disseminate ideas and information to other professionals.

Community Relations:

- 25. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies.
- 26. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- 27. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Supervise and evaluate the performance of instructional supervisors and support staff in the curriculum department.

Working Conditions:

Mental Demands, Physical Demands/Environmental Factors:

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

