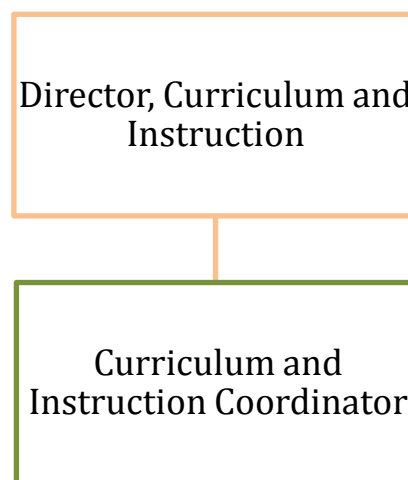


## CURRICULUM AND INSTRUCTION COORDINATOR

<b>Job Title:</b>	Curriculum and Instruction Coordinator
<b>Budget Code:</b>	
<b>Initial:</b>	July 1, 2008
<b>Revised:</b>	September 22, 2010
<b>Work Year:</b>	261 days
<b>Office:</b>	Education
<b>Department:</b>	Education Services
<b>Reports To:</b>	Director, Curriculum and Instruction
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative Salary Schedule

Related Organization Chart



**SUMMARY:**

Responsible for developing instructional plans, district coaches and teacher leaders to improve student achievement across the District. Specific duties include coaching and/or training district coaches and teacher leaders; assisting principals and Directors of Student Achievement in monitoring achievement growth at schools; researching best instructional practices and curriculum and developing instructional plans in alignment with District and state standards; facilitating district coach and teacher leader meetings; planning, developing and facilitating professional development; attending various District meetings; and planning and facilitating new teacher orientation and training.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Lead the development of continual review, alignment and improvement of the written, taught and tested curriculum.

- Facilitate ongoing development and revision of curriculum At A Glance Maps, Unit Plans and assessments.
- Implement changes in adopted standards into district curriculum At A Glance Maps, Unit Plans and assessments.
- Convene periodic meetings with teachers and department chairs to provide support from the Curriculum, Instruction and Assessment department.
- Lead the curriculum adoption process and professional development needed for district implementation.
- Oversee textbook ordering, storage, distribution and review.
- Oversee and provide leadership for the ELD, Library, IB, STEM and G/T programs in the district.
- Serve as the Project Director for the STEM Grant
- Attend state curriculum meetings to be informed of current trends regarding curriculum and standards development and participate in state assessment development.
- Lead the implementation of the state curriculum standards and framework; develop, facilitate, and provide related training.
- Lead the overall evaluation of curriculum programs in the district and assist in the development of strategies for improvement.
- Lead the district Curriculum and Curriculum-based Assessment Committees.
- Lead the development, implementation, and analysis of curriculum benchmark assessments.
- Research and develop standards based assessments and analyze data to impact instruction.
- Lead the use of data-driven conversations in review of curriculum, instruction and assessments.
- Act as a curriculum and instructional liaison between the C&I department and the Assessment Department.
- Provide leadership and supervision for the District Instructional Coaches
- Act as a curriculum and instructional liaison between the district office and schools.
- Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND TRAINING:**

Master's degree in curriculum and instruction plus additional coursework required for certification or licensure.

**EXPERIENCE:** A minimum of five (5) years of teaching experience and/or building level administrator, general working knowledge of Title I, experience with compliance requirements and grant funded programs, ability to work well with others in a diverse educational community, demonstrated knowledge of computer application skills (i.e. Microsoft Word, Excel, PowerPoint), and excellent written and verbal communication skills.

**SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:**

Operating knowledge of and experience with personal computers and software, basic office equipment. Advanced written and oral communication skills, curriculum, policy and procedure, management, accounting, interpersonal relations, evaluation, negotiation and technology.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

Colorado Department of Education Principal or Administrator License.

**SUPERVISION/TECHNICAL RESPONSIBILITY:**

Directly supervises instructional coaches. Indirectly supervises all employees across the District. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

Solely responsible for developing, administering, monitoring and coordinating the assigned budgets and initiating requisitions.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.