

SCHOOL DISTRICT OF DIXIE COUNTY**JOB DESCRIPTION****COORDINATOR OF CURRICULUM****QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution in an academic field (e.g., Math, Science, History, Reading or English. Education if one of the above fields have been met under NCATE and a state approved program.
- (2) Minimum of three (3) years successful teaching experience.
- (3) Minimum of three (3) years successful experience in Curriculum Resource Teaching or Reading Coach.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, State, and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibilities. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida Statutes related to curriculum and instruction requirements. Extensive understanding of the District's Student Progression Plan. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with school personnel and the community. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions.

REPORTS TO:

Director of Elementary and Secondary Education
Director of Student Services and Exceptional Student Education

JOB GOAL

To provide leadership, coordination, and support for the development, implementation, and maintenance of high quality learning program for students.

SUPERVISES:

N/A

COORDINATOR OF CURRICULUM (Continued)**PERFORMANCE RESPONSIBILITIES:**

- * (1) Coordinate reading instruction and curriculum.
- * (2) Coordinate the planning, implementation, articulation, and evaluation of relevant curriculum and instructional programs.
- * (3) Coordinate the development, implementation, and evaluation of innovative curriculum and instructional programs.
- * (4) Coordinate, monitor, and evaluate curriculum studies and special projects.
- * (5) Serve as program consultant to school personnel with assistance in the identification of program needs, and the selection of appropriate materials and equipment.
- * (6) Maintain a close working relationship with school administration to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- * (7) Assist the school personnel in initiating and implementing new programs and school improvement initiatives.
- (8) Assist school in keeping abreast of State mandates, District initiatives, and opportunities for participation in grants or special programs.
- * (9) Assist in maintaining appropriate coordination among the basic program and various special and remediation programs.
- (10) Provide assistance for the development and implementation of performance standards for appropriate areas.
- *(11) Provide assistance for the implementation of the District's Student Progression Plan.
- *(12) Monitor student assessment data and take appropriate steps to promote student achievement in areas needing improvement.
- *(13) Assist in the development of curriculum and instructional activities designed to achieve priority goals identified through the District's planning process.
- (14) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently and /or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 5