

## Curriculum Coordinator

**Qualifications:** Curriculum Coordinator State Certification Preferred

~~Minimum of five years teaching experience preferred~~ Minimum of five years teaching experience required;  
Master's Degree and leadership experience preferred.

**Reports to:** Superintendent

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

### Job Goal:

~~To assist in the development, implementation and revision of the Raymond School District's curriculum and instruction program. As the primary writer, the Curriculum Coordinator will coordinate efforts to apply for competitive grants.~~

Lead the development, implementation and revision of the Raymond School District's curriculum, instruction, and assessment program.

### Knowledge, Skill and Abilities Required:

- ~~• Skill in the use of personal computers and related software applications~~
- ~~• Ability to coordinate and organize meetings~~
- Ability to facilitate the collaborative work of educators to accomplish District priorities
- Able to effectively plan, coordinate and chair meetings and professional learning activities
- Knowledge of teaching methods, ~~techniques and standards~~ instructional strategies, and curriculum standards
- Strong knowledge and understanding of curriculum researching, development and implementation
- Skills in ~~organizing resources and~~ establishing priorities and allocating resources
- Knowledge of a wide range of student assessments
- Ability to gather data, compile information and prepare reports using technology skills
- Ability to communicate clearly and effectively with a variety of stakeholders

### Performance Responsibilities:

1. Supervise and coordinate the instructional, assessment, and curricular programs for grades ~~K-12~~ preschool-12
2. Maintain close contact with principals and teachers in the areas of instructional responsibility through classroom visitations, in-service programs, faculty meetings, department/team meetings, conferences, and other appropriate methods of communication
3. Assist in the development, review, assessment, and revision of curriculum for grades ~~K-12~~ preschool-12 to ensure alignment/compliance with state and local policies, requirements and standards including but not limited to Grade Level Expectations (GLEs) and Grade Span Expectations (GSEs) and Common Core Standards
4. Develop a timeline for review and revision of ~~K-12~~ preschool-12 curriculum based on the priorities of the District and data provided by state and local sources
5. Stay abreast of new requirements and trends related to curriculum, instruction and assessment and communicate these to other key leaders in the District
6. Collaboratively plan and coordinate professional development activities aligned with District needs and priorities
7. Coordinate District assessment program
8. Chair District Data Team
9. Spearhead collaborative analysis of assessment data to guide improvements in the instructional program
10. Coordinate and oversee the teacher induction mentoring program
11. Write and administer Title I and II grants
12. Coordinate and oversee all aspects of the Title I program.
13. Responsible for the research, writing and coordinating of competitive grants

RAYMOND SCHOOL DISTRICT

14. Review the curriculum and instructional program for home schooled **students** children and correspondence classes **as needed** in coordination with Superintendent or his/her designee
15. Other duties as assigned by the Superintendent

- ~~13. Coordinate at a minimum monthly with building mentors to assist in areas of curriculum responsibilities to help ensure a smooth adjustment to the Raymond School District~~
- ~~14. Provide mentoring support when requested~~
- ~~15. Attend meetings called by the district administration~~
- ~~16. Assist when requested in the hiring process~~
- ~~17. Participate in continual professional development~~
- ~~18. Assist when requested by administration in title grant applications~~
- ~~19. Responsible for the research, writing and coordinating of competitive grants~~
- ~~20. Coordination of Summer Enrichment Programs~~

Contract Year: 260-261 days

Approved: May 1, 2002

Revised: December 5, 2002

Revised: March 20, 2012

Revised: June 12, 2013

Revised: July 16, 2013

Proposed Revised: September 6, 2017