

**Curriculum, Instruction and Assessment Coordinator**

**Qualifications:** Curriculum Coordinator State Certification 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:**

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

**Knowledge, Skills and Abilities Required:**

- 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, instructional strategies and curriculum standards
- Strong knowledge and understanding of curriculum researching, development and implementation
- Skills in 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
- Able to communicate clearly and effectively with a variety of stakeholders

**Performance Responsibilities:**

1. Supervise and coordinate the instructional, assessment, and curricular programs for grades 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 preschool-12 to ensure alignment/compliance with state and local policies, requirements and standards.
4. Develop a timeline for review and revision of preschool-12 curriculum based on the priorities of the District and data from 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
14. Review the curriculum and instructional program for homeschooled students as needed in coordination with the Superintendent or his/her designee
15. Other duties as assigned by the Superintendent

Contract Year: 260-261 days

Approved: May 1, 2002

Revised: December 5, 2002

RAYMOND SCHOOL DISTRICT

Revised: March 20, 2012

Revised: June 12, 2013

Revised: July 16, 2013

Proposed Draft: August 2017