

Job Title: COORDINATOR, STAFF DEVELOPMENT & ADVANCED ACADEMIC
Reports to: Chief Instructional Officer – Secondary
Dept./School: Department of Curriculum and Instruction
Wage/Hour Status: Exempt
Date Revised: July 23, 2018

Primary Purpose

Evaluate and provide leadership for the District instructional program. Responsible for the effective and efficient coordination and implementation of curriculum, instruction and staff development. Coordinate the district program for gifted and talented students. Collaborate with district staff and outside personnel to provide educational opportunities for gifted and talented and all district academic programs.

QUALIFICATIONS

Education/Certification

Certified Teacher in appropriate level
Master's degree in Education or appropriate area
Texas Mid-management certificate or other appropriate Texas Principal certificate (preferred)

Special Knowledge/Skills

Knowledge of curriculum and instruction
Strong organizational, communication, public relation and interpersonal skills
Ability to interpret policy, procedures, and data
Ability to coordinate, plan and implement state/district initiatives
Ability to present in-service training on related topics to professional staff
Ability to collaborate and plan with Instructional Staff
Knowledge of strategies and materials for the education of gifted and talented and math students
Ability to evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to organize and coordinate district-wide programs

MAJOR RESPONSIBILITIES AND DUTIES

Instructional and Program Management

1. Facilitate the development of quality curriculum with the Director of Instruction & Instructional Support
2. Ensure that the curriculum is based on clearly defined standards for student learning and is focused on supporting and challenging all students to excel in their learning.
3. Ensure effective implementation and articulation of the curriculum.
4. Develop and implement a comprehensive plan to support the effective implementation of the curriculum that facilitates the alignment of teaching practices, instructional support and resources, and assessment of student learning with the curriculum.
5. Provide extensive and ongoing support for the effective use of research-based instructional practices in implementing the curriculum through staff development programs.
6. Evaluate the curriculum and professional development.
7. Ensure that there is a systematic process in place for monitoring and evaluating the curriculum.
8. Analyze and disaggregate assessment data to examine the effectiveness of the curriculum in addressing the learning needs of all students.

9. Revise/modify curriculum as needed.
10. Attend state and region conferences to identify “scientific research-based instructional programs/models” that impact student achievement for SFDR-CISD.
11. Coordinate and develop a district staff development plan strategically for teacher growth.
12. Analyze student achievement data to identify campus and district needs to guide decisions on staff development and campus staffing to improve the teaching and learning process.
13. Work cooperatively with Director of Instructional and Instructional Services, principals, and appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.
14. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
15. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and supporting staff.
16. Implement procedures and coordinate the process to identify gifted and talented students at all grade levels district-wide, including review of student data and testing of students.
17. Arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.
18. Develop and coordinate a continuing evaluation of the gifted and talented program and implement changes based findings through data analysis.

Policy, Reports, and Law

19. Implement the policies established by federal and state laws, the State Board of Education rule, and local board policy in curriculum, and state levels.
20. Ensure compliance with state and federal guidelines, laws and policies, working collaboratively with district personnel at all levels.
21. Compile, maintain, and present all reports, records and other documents required to meet state guidelines.

Budget

22. Report to Director of Instruction & Instructional Services on the status of instructional programs and budgetary needs to implement program goals.
23. Administer the instruction budget and the gifted and talented budget and ensure that programs are cost-effective and funds are managed prudently.
24. Compile budgets and cost estimates based on documented program needs.
25. Participate in grant-writing activities to obtain program funding.
26. Assist with the selecting and purchasing supplemental equipment and supplies appropriate for a variety of programs.

Personnel Management

27. Evaluate job performance of district employees to insure effectiveness of instruction.

- 28. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Communication

- 29. Provide for two-way communication with Director of Instruction & Instructional Services, principals, teachers, staff, parents and community.
- 30. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, parents and community.
- 31. Monitor professional research and disseminate ideas and information to other professional.

Professional Growth and Development

- 32. Attend School Board of Trustee meetings as needed.
- 33. Attend professional staff development as needed at the state and region area to keep abreast of current practices.
- 34. Perform duties in a professional, ethical and responsible manner as defined in the District policy and in the Texas Code of Ethic for Educators.
- 35. Exemplify loyalty through professional behavior, action and word to the District, Board of Trustees, colleagues and supervisor.
- 36. Maintain an awareness of events, publications and current legislation pertinent to curriculum, instruction and staff development.

Other

- 37. Perform other duties assigned by supervisor.
- 38. Maintain confidentiality of information.

Supervisory and Instructional Responsibilities

- 39. Supervise and evaluate the performance of Instructional Department staff and support staff.
- 40. Develop programs that provide teachers with various instructional models, classroom management, lesson plan development, etc., as needed.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent district-wide and occasional state-wide 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.

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____