

Job Title: EARLY LITERACY CURRICULUM COORDINATOR
Reports to: Director of Curriculum and Instruction
Dept./School: Curriculum and Instruction
Wage/Hour Status: Exempt
Date Revised: August 20, 2018

Primary Purpose

Evaluate and provide leadership for the early literacy instructional program. Responsible for the effective and efficient operation of the campuses, which includes curriculum and staff development.

QUALIFICATIONS

Education/Certification

Certified Teacher in appropriate level
Master's Degree in Education
Early Childhood Education Certification
Master Reading Teacher
Reading Specialist
Texas Mid-Management Certificate or other appropriate Texas Principal Certificate
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

Special Knowledge/Skills

Knowledge of curriculum and instruction
Strong organizational, communication and interpersonal skills
Ability to interpret policy, procedures, and data
Ability to coordinate, plan and implement state/district initiatives
Be able to present in-service training on related topics to professional staff

Experience

Five years of classroom experience
Experience in instructional leadership roles

MAJOR RESPONSIBILITIES AND DUTIES

Instructional and Program Management

1. Facilitate the development of quality curriculum.
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, curriculum writing committees, vertical/horizontal planning meetings and/or coaching.
6. Evaluate the curriculum.
7. Ensure that there is a systematic process in place for monitoring, 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.
11. Assist in coordinating and developing a district staff development plan.
12. Analyze student achievement data to identify campus and district needs. These areas of need guide decisions on staff development to improve the teaching and learning process.
13. Work cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.
14. Ensures proper maintenance of Planning Protocol Dashboard and effective uploading of curriculum documents and assessments.
15. Facilitates vertical/horizontal planning meetings and content collaborative meetings.
16. Ensures proper maintenance of assessment answer keys and codes on DMAC.
17. Provides extensive and ongoing support for the effective use of research-based interventions through staff development programs, vertical/horizontal planning meetings and/or coaching.

Policy, Reports, and Law

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

Budget

21. Report to the Director of Curriculum and Instruction on the status of the instructional programs and budgetary needs in order to implement program goals.

Communication

22. Provide for two-way communication with principals, teachers, staff, parents and community.
23. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, parents and community.
24. Monitor professional research and disseminate ideas and information to other professionals.

Professional Growth and Development

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

Other

- 30. Perform other duties assigned by supervisor.
- 31. Maintain confidentiality of information.

Supervisory and Instructional Responsibilities

- 32. Supervise and evaluate the performance of instructional staff and support staff.

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.