

**Job Title:** CURRICULUM COORDINATOR FOR SECONDARY  
**Reports to:** Director of Curriculum & Instruction  
**Dept./School:** Secondary Campuses  
**Wage/Hour Status:** Exempt  
**Date Revised:** July 23, 2018

### **Primary Purpose**

Evaluate and provide leadership for the secondary instructional program of the district. Responsible for the effective and efficient operation of the campus, which includes curriculum 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 secondary math students.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree in appropriate area  
Texas Mid-management or other appropriate Texas certificate

### **Special Knowledge/Skills**

Knowledge of curriculum and instruction  
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  
Ability to interpret policy, procedures, and data  
Strong communication, public relations, and interpersonal skills

### **Experience**

Three years experience as a classroom and gifted and talented teacher  
Four years 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 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 on-going support for the effective use of research-based instructional practices in implementing the curriculum
6. Evaluate the curriculum.
7. Ensure that there is a systemic 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 and modify curriculum as needed.
10. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
11. Apply research and data to improve the content, sequence, and outcomes of the teaching- learning process.
12. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
13. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
14. Ensure the use of technology in the teaching-learning process.
15. Plan the necessary time, resources, and materials to support accomplishment of education goals.
16. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
17. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
18. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
19. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
20. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
21. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
22. 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.
23. Assist teachers in developing and revising gifted and talented curriculum, and in providing gifted and talented students with alternative course work through curriculum modification, acceleration, etc.
24. Arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.
25. Develop and coordinate a continuing evaluation of the gifted and talented program and implement changes based on findings.

### **Policy, Reports, and Law**

26. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
27. Compile, maintain, and present all reports, records, and other documents required.

### **Budget**

28. Administer the secondary curriculum, instruction budget and the gifted and talented budget and ensure that programs are cost-effective and funds are managed prudently.

29. Compile budgets and cost estimates based on documented program needs.
30. Participate in grant-writing activities to obtain program funding.
31. Assist with the selection and purchase of supplemental equipment and supplies for the program.

### **Personnel Management**

32. Prepare, review, and revise job descriptions in curriculum and instruction department.
33. Evaluate job performance of employees to ensure effectiveness.
34. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

### **Communication**

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

### **Community Relations**

38. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
39. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
40. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

### **Other**

41. Perform other duties assigned by supervisor.
42. Maintain confidentiality of information.

### **Supervisory and Instructional Responsibilities**

43. Supervise and evaluate the performance of instructional lead teachers and support staff in the curriculum department.
44. Assist classroom teachers with various instructional models, classroom management, lesson plan development, etc. for 50% of the day.

## **WORKING CONDITIONS**

### **Mental Demands/Physical Demands/Environmental Factors**

Frequent district-wide and occasional statewide travel. Occasional prolonged and irregular hours.

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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:**

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**Approved by:**

**Date:**

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