**Job Title:** **CURRICULUM COORDINATOR**
**Reports to:** Chief Academic Officer
**Dept./School:** Curriculum and Instruction
**Wage/Hour Status:** Exempt
**Date Revised:** October 26, 2026

**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
Master's degree in education
Texas Mid-Management Certificate or another appropriate Texas Principal Certificate preferred

**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 vertical/horizontal planning meetings and/or coaching.
6. Evaluate the curriculum through staff development programs, curriculum writing committees, monitoring and evaluating the curriculum.
7. Analyze and disaggregate assessment data to examine the effectiveness of the curriculum in addressing the learning needs of all students.
8. Attend state and region conferences to identify "scientific research-based instructional programs/models" that impact student achievement.
9. Assist in coordinating and developing a district staff development plan.
10. 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.

11. Work cooperatively with central office staff, principals, appropriate campus personnel in the development and implementation of appropriate staff development and instructional services.
12. Ensures proper maintenance of Planning Protocol Dashboard and effective uploading of curriculum documents and assessments.
13. Attends and/or facilitates vertical/horizontal planning meetings and content collaborative meetings.
14. Ensures proper maintenance of assessment answer keys and codes in DMAC.
15. Provides extensive and ongoing support for the effective use of research-based interventions through staff development programs, vertical/horizontal planning meetings and/or coaching.
16. Assist with district wide events such as GT fairs, Science Fairs and UIL events.

**Policy, Reports, and Law:**

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

**Budget:**

20. Report to the Chief Academic Officer on the status of the instructional programs and budgetary needs in order to implement program goals.

**Communication:**

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

**Professional Growth and Development:**

24. Attend School Board of Trustee meetings as assigned.
25. Attend professional staff development as needed at the state and region area to keep abreast of current practices.

## WORKING CONDITIONS

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

Frequent district-wide and occasional state-wide 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:** _____

**Approved by:** _____ **Date:** _____