

Curriculum Coordinator

Position Description/Goal

The Curriculum Coordinator is responsible for facilitating and communicating the development and implementation of the district's curriculum and instructional objectives and the professional development that supports curriculum and instruction.

Primary Function

To support the development of curriculum and instructional skills of faculty.

Organizational Relationships

Reports to the Administrator for Curriculum and Instruction (C&I)

Qualifications

- Teaching certification and multiple years of teacher experience at a mastery level.
- Demonstrated skill in facilitating groups, coordinating meetings, and monitoring projects.
- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Ability to understand and carry out oral and written directions.
- Ability to visually supervise students, assess situations for safety concerns.
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public, student and co-worker relationships.
- Ability to physically move about the district buildings and grounds.
- Ability to speak, write, read, and understand English.
- Ability to handle student and staff information with confidentiality.
- Understanding of principles of curriculum and assessment design

Performance Responsibilities

Curriculum Development

- Coordinate the on-going review of the District Curriculum Maps and instructional materials
- Gather input and feedback from content area assistants, grade level assistants, and administrators on revision of curriculum assessments, related technology, instructional materials, and appropriate staff development

Professional Development

- Assist with the planning of staff development programs that support the district's curriculum and instructional objectives
- Assist in the training of new teachers in areas related to the curriculum, assessment, and instructional strategies
- Provide training related to curriculum and instruction initiatives, as appropriate
- Promote the implementation and integration of revised curriculum and instructional best practices through meetings and /or trainings
- Provide staff with assistance in learning and refining curriculum and instructional practices with the goal of maximizing student achievement
- Coordinate the development of and applications for Academy 39 staff development courses

Assessment

- Assist with the implementation of the District Assessment Plan as related to curriculum and instruction
- Assist Administrator for C&I in the collection and analysis of assessment data for trends related to student growth, curriculum alignment, and instructional implications.

- Coordinate with Technology Dept. for all online curriculum and assessment resources.

Articulation

- Communicate with teaching staff and administrators regarding curriculum, assessment, instructional practices, technology, and other areas that benefit the delivery of instruction
- Communicate with other school districts regarding District 39's curriculum and instructional objectives
- Communicate with parents and other community members regarding curriculum, instruction, and assessment.

Instructional Materials

- Order and distribute instructional materials for new sections and newly adopted materials

Other

- Perform other related tasks as assigned by the Administrator for C&I

Terms of Employment

184 work days plus 20 additional days. Salary and work year established in accordance with the Agreement between the Board of Education of District #39 and the Wilmette Education Association (WEA).

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Agreement between the Board of Education of District #39 and the Wilmette Education Association (WEA).