

JOB DESCRIPTION FOR CURRICULUM COODINATOR 3-26-16

1. Communication

- Meet as needed with the district's administrative team, district administrators and district teachers.

2. Textbook adoption

- Implement the district's textbook rotation schedule each year including:
 - Get samples from publishers.
 - Work with teachers and/or selection committees to choose resources that align with and/or augment district curriculum goals and common core standards.
- Schedule and host sales rep presentations if necessary.
- Deal with sales reps on cost estimates and price breaks.
- Finalize orders and work in coordination with district office to submit to LEA for district ordering procedure.
- Monitor materials received and troubleshoot any order irregularities.
- Schedule professional development for using new resources.

3. School Improvement Process

- Serve as a district leader in the area of school improvement.
- Serve as a district instructional leader.

4. Administrator Selection

- When needed, with district administrators, participate in the selection process for new principals and/or superintendents.

5. Curriculum

- Review and serve as a resource for all K through 12 curricular programs.
- Monitor alignment of curricular programs with the Illinois Learning Standards.
- Work with principals and teachers to ensure horizontal and vertical continuity and articulation of instructional programs.
- Organize meetings for curricular issues as necessary.
- Provide information on new materials and initiatives as they become available or as teachers or principals' request.
- Meet with teachers and teams of teachers regularly to help plan lessons, thematic units and projects within the board adopted courses of study.
- Serve as a resource to principals in the implementation and maintenance of a K-12 RtI program.
- Serve as a resource to principals in the implementation and maintenance of a K-12 English Learner program.

6. Professional Development

- If requested, prepare and conduct an annual professional development needs survey.
- Organize and meet with the district professional development committee.
- Prepare and distribute the annual professional development schedule.

- Schedule, make all necessary arrangements, and secure necessary payments for presenters and activities.
- Maintain district's PD provider status by ensuring necessary communication and record keeping with staff and ISBE.
- Find appropriate or requested professional development opportunities for staff.
- Organize and implement sustained professional development initiatives when needed

7. Assessment

- Stay current on rules governing state and/or federally mandated assessment systems.
- Serve as a leader in the selection, implementation and assessment of district testing programs.
- Gather data on student performance.
- Analyze student performance data over time.
- Present analysis of student performance to district boards and to faculty as requested.

8. Grants

- Research potential competitive grant opportunities.
- Prepare, write and submit competitive grant applications.
- Work with teachers who wish to submit competitive grants.
- For awarded competitive grants, assume primary responsibility for implementing grant programs and satisfying grant requirements.
- Work with teachers, administration and central office staff to ensure state and federal grant compliance and proper record-keeping.

9. Technology

- If requested, prepare and monitor the district's Technology Plan.
- Work with the technology committee to implement a comprehensive plan for the integration of technology into classroom instruction.
- Serve as a liaison between administration, district technology coordinator, building tech support and teaching staff.
- Develop, monitor and update the District Technology curriculum.

10. Presentations

- Provide inservice to district teachers when appropriate.
- Present updates and information to the district school boards as requested by the superintendent.

11. Other

- Serve as Districts' Library Administrator
- Evaluation of Certified Staff