



**Chickasha Public Schools
Job Description**

Job Title: Curriculum Coordinator

Qualifications: Bachelor's degree. Master's degree preferred. Teacher certification as set by state certification authorities. Administrator certification preferred. Previous experience as a teacher and/or administrator preferred.

Reports To: Executive Director of Student Services, Assistant Superintendent, Superintendent

FLSA Status: Exempt

Assists: All teachers and administrators.

Performance Responsibilities:

District Leadership: Provides visionary leadership for the curriculum and instruction, in coordination and alignment to the district strategic plan.

Essential Job Functions: The duties listed below are not intended to depict all tasks required by this position.

- Guides in development, implementation, and evaluation of curriculum, instruction, and assessment for the district.
- Communicates the approved curriculum to the professional staff and guides implementation while monitoring use.
- Works with district professional development committee to promote school improvement.
- Directs state and district testing/assessment programs and works with administrator and teacher committees in coordinating continuity and articulation of assessment programs.
- Assumes responsibility for reviewing, evaluation, and reporting results of state testing programs.
- Keeps abreast of developments in curriculum and instruction, and works collaboratively to determine their appropriateness for inclusion in district's educational programs.
- Directs and encourages the development and use of new instructional materials by professional staff to improve student achievement.
- Assists in the development and implementation of district goals and required plans/reports of the state department.
- Facilitates the development and selection of district course description guide, textbooks, related resources, and other instructional materials.
- Comply with School Board Policy
- Possesses the necessary background and leadership for organizing and administering the district's curriculum program
- Assists the Superintendent in the planning, staffing, budgeting and evaluation of the district's curriculum program
- Collaborates with the Superintendent to identify future needs and plans for the district
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times

- Serves as the “first line” of contact with State Department services in areas including, but not limited to, accreditation and curriculum
- Organizes and implements summer school activities
- Coordinates and maintains programs and partnerships relevant to the Career Technology Center
- Serves the local Career Tech programs as a liaison with the State Career Tech Department
- Supervises and manages textbook identifications, adoptions, and purchases
- Assists in organizing school opening Convocation Day
- Assists in organizing the activities of the District’s Staff Development Committee including Teacher-of-the-Year recognitions, the Retirement Banquet, etc.
- Recommends revisions in District policy and procedures as needed
- Works directly with the district leadership team to ensure effective and efficient performance in the areas of curriculum, instruction, and educational programs
- Facilitates the entry-year teacher program
- Coordinates the student teacher program with the principals
- Works with all administrators in creating and presenting staff development options for certified staff
- Creates and maintains a professional library for certified staff
- Maintains basic District demographic data for reference for any staff member composing grant applications, etc.
- Attends Board of Education monthly meetings
- Promotes the overall effectiveness of the District by performing tasks and sharing responsibilities of other members of the District’s Leadership Team during peak periods or when another Team member is away from his/her assignment
- Assumes other assignments as identified by the Superintendent of Schools
- To complete other tasks that may be necessary to achieve an efficient operation of the district.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Skills, Knowledge, and Abilities:

- Ability to cope with crises and emergencies
- Exhibit leadership & management skills
- Ability to tolerate confrontations with students, colleagues and patrons
- Knowledge of research-based curricular & instructional principals
- Exhibits loyalty and a desire to be a team member
- Knowledge of effective school research
- Computer literacy
- Skills in differentiating between technical fixes and strategic decisions
- Filing, sorting, recording, tabulating and copying
- Effective communication both orally and written
- Excellent interpersonal skills
- Ability to relate courteously with children and adults
- Work independently
- Plan, schedule and organize work
- Maintain a positive work environment
- Interpret and apply laws, regulations and policies
- Ensure the quality of work as measured against established standards
- Maintain confidentiality
- Proficient in multi-tasking

Physical Requirements:

- Good health and high energy level
- Some bending and stooping
- Ability to reach above shoulder level
- Some climbing of short ladders
- Ability to tolerate a stressful environment
- Ability to lift objects weighing 10 lbs or more

TERMS OF EMPLOYMENT:

Number of days and compensation determined by the Superintendent. The determining factor for terms of employment will be district-approved work calendars, which are associated with salary schedules.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of certified personnel.

Employee Signature Date