

# **JOB DESCRIPTION**

## **CURRICULUM COORDINATOR**

The Curriculum Coordinator ensures the faculty has the resources and support they need to promote students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing environment. The Curriculum Coordinator oversees school-wide testing and ensures that CFCI meets mandated educational requirements.

Reports to: CFCI Director

Supervises: None

Desired Education: M.A. of Education, Curriculum and Instruction or related field

Years of Experience: 5 - 8 years of classroom and Administrative experience with demonstrated knowledge of inquiry based teaching

Position Type: 11 month, full time

Salary Range: \$51,000 - \$65,000

The Curriculum Coordinator will:

- Actively participate in the CFCI Administrative Team and follow through on assignments
- Sign and commit to CFCI's professional conduct policy and confidentiality agreement
- Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members
- Serve as back up to the Director for any discipline situations that a teacher cannot immediately handle
- Attend faculty meetings
- Serve on appropriate Board Committee(s) as designated through Administrative Team
- Attend school wide events whenever possible
- Attend CFCI Board meetings
- Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Team
- Ensure all instructional decisions are in line with North Carolina state standards and CFCI's mission, vision and beliefs. Stand in as LEA designee in IEP meetings as needed by EC Coordinator

### **Curriculum Support**

- Research and collaborate with interventionist and faculty regarding instructional strategies and resources for ongoing professional development, teacher growth, and effective classroom management
- Conducts demonstration lessons and mentors teachers to develop their pedagogy and content knowledge
- Provides individual and team/loop conferencing with individual teachers, grade level teams, departments and small groups across grade levels
- Support peer observation and learning between classrooms
- Be visible in classrooms and throughout the building; maintain an open door policy for your office
- Collaborate with other support specialists to respond to requests for student observations

- Examine classroom data reports and collaborate with teachers to create instructional plans and strategies to ensure classroom Core Curriculum is meeting the academic needs for 80% or higher of CFCI students.
- Identify the implementation of CFCI's social curriculum and facilitate support as needed in collaboration with the school counselor
- Collaborate with appropriate personnel or the Partnership to provide school-wide opportunities for enrichment, i.e.: sex education classes, cultural arts assemblies, academic showcases, etc...
- Coordinate faculty feedback and communication about faculty initiated pilot instructional programs with the CFCI Board
- Assist special area teachers in coordinating school wide events as needed (i.e.: Field Day, Holiday Music Extravaganzas, etc.)
- Serve as the program administrator for Powerschool or other grading program (i.e. create classes, support development of standards, set data input deadlines, train front office to help print reports, passwords, with data input, etc.)
- Serve on the school Technology Committee and play an integral role in developing the school Technology Plan, providing Technology Professional Development, etc.

### **Professional Development**

- Serve as chair of the Life Long Learning Committee
- Annually create (in conjunction with L3) a detailed professional development plan (goals, timeline, etc.)
- Coordinate annual data-driven professional development plan and activities to support teacher growth and student outcomes
- Provides presentations to small and large groups of teachers to accelerate the use of exemplary instructional practices to improve student achievement
- Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional organizations devoted to the advancement of curriculum and instruction
- Collaborate with Human Resources Coordinator to assist with CEU credits

### **Personnel**

- Collaborate with Human Resource Coordinator to provide support for substitute teachers
- Provide support to teachers during creation of Personal Inquiry Projects (PIP) as needed
- Plans and supervises the instructional development and induction for the Beginning Teacher Support Program
- Plans and Supervises the Mentor Program
- Provide support for faculty members pursuing National Board Certification

### **Testing**

- Collaborate with interventionist to coordinate and support local testing.
- Serve as LEP Coordinator.
- Coordinate all state testing in compliance with expectations set forth by the North Carolina Department of Instruction.
- Complete state/federal reports relative to testing and others as assigned
- Analyze results of test data; communicate results to Support Team, faculty, parents and Board
- Ensure that all data (EOY, Universal Screening, benchmark, etc.) is stored and available for future use.

**Other**

- Coordinate school picture program
- Coordinate the CFCI Safety Patrol Program

**Essential Skills:**

- Listen and communicate effectively in order to gather, convey or exchange information
- Use tact and courtesy when working and dealing with the community
- Speak before groups of people with poise, voice control and confidence
- Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations

**APPROVED BY BOARD OF DIRECTORS 4-18-2010**

**Revised 11/2017**