

SCHOOL DISTRICT OF ALTOONA

TITLE: Curriculum and Instruction Coordinator

JOB ANALYSIS: Under the direction of the administrative team, the Curriculum and Instruction Coordinator shall provide leadership in the development, organization, and evaluation of district-wide, PK-12, curriculum and assessments. The Coordinator will work collaboratively with the administrative team and district staff to ensure our curriculum, instruction and assessment provides students with every opportunity to become college and career ready and become positive contributors in society.

REPORTS TO: Administrative team

COORDINATES WITH: Administrative team, Committees, Staff and the Community

QUALIFICATIONS:

- Master's Degree in education.
- Valid teaching license and Wisconsin DPI Director of Instruction (10) license.
- Three or more years as a successful classroom teacher.
- Experience in curriculum planning, implementation and evaluation.
- Demonstrated leadership and organizational ability in working with administrators, staff, parents and the community.
- Excellent communication and public speaking skills.

PERFORMANCE RESPONSIBILITIES:

The Curriculum and Instruction Coordinator's roles and responsibilities will be as follows:

- Work collaboratively with the administrators and directors to support and promote the district's vision, mission and strategic plan.
- Work collaboratively with the administrative team to ensure the curriculum and assessment articulation is seamless across grade levels, subjects, and systems, district-wide.
- Ensure that curriculum, instruction and assessment systems meet with and follow the state standards as outlined by the Department of Public Instruction.
- Monitor, implement, and train staff on modifications and changes to the curriculum system.
- Along with the administrative team, provide leadership in the development of an integrated program of instruction for grades PK-12.
- Interpret and present the present curriculum along with future changes to the staff, Board, students, parents and community.
- Other duties and responsibilities as assigned by the administrative team.
- Oversees the curriculum budget.

PERFORMANCE EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

TERMS OF EMPLOYMENT: 205 contract days with salary to be established by the board.

Adopted: 3/19/18