

**District Curriculum Coordinator  
Job Description**

**Purpose:** The District Curriculum Coordinator serves to ensure the district curricular programs are relevant to the future success of students. To accomplish these tasks the District Curriculum Coordinator must work closely with the staff and administration of the district.

**Responsible to:** Superintendent

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. Bachelors Degree or equivalent experience.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Must maintain current TB testing as required by Health Department regulations.
3. Experience with state-aligned curriculum.
4. Desire to continue career improvement by enhancing skills and job performance.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Must work in noisy and crowded environments, with numerous interruptions.

**All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Facilitates district group and administrative communication and actions to keep curriculum relevant and updated to the future needs of students.
2. Develops and facilitates a technology plan that addresses the learning needs of the organization.
3. Acts as the district liaison to communicate, acquire and purchase equipment/materials.
4. Attends workshops and professional conferences to continuously administer the improvement of curriculum.
5. Frequently updates administration and staff on potential opportunities to enrich curriculum programming.
6. Facilitates the communication and publication of curriculum across the district.
7. Monitor and make recommendations to the board/administration with any changes to district curriculum.
8. Respond to information requests in a cooperative, courteous, and timely manner.
9. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Perform such other tasks as assigned from time to time.

**Term of Employment:** Supplemental contract to be renewed on an annual basis.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee