

**District Curriculum/Testing 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. Masters 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 curriculum adoption/alignment.
4. Experience administering tests in the field of education and interpreting results.
5. Technology skills that allow the transfer of raw data to/from the Internet and completing/interpreting necessary reports online.
6. 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. React to change and frequent interruptions in a productive and positive manner.
4. Respond to information requests in a cooperative, courteous, and timely manner.
5. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
6. Perform such other tasks as assigned from time to time.

Curriculum Responsibilities:

1. Facilitates district, group and administrative communication, plans and actions to keep curriculum relevant and updated to the future needs of students and teachers.
2. Develops and facilitates a technology plan that addresses the learning needs of the organization.
3. Conducts planning, applications and reports as needed for state and federal programs (LCP).
4. Acts as the district liaison to communicate, acquire and purchase equipment/materials.
5. Attends workshops and professional conferences to continuously administer the improvement of curriculum.
6. Frequently updates administration and staff on potential opportunities to enrich curriculum programming.
7. Facilitates the communication and publication of curriculum across the district.
8. Monitor and make recommendations to the board/administration with any changes to district curriculum.

Testing Responsibilities:

9. Oversees the district testing program and makes recommendations to the administration to ensure full compliance with federal and state regulations.
10. Acts as the district liaison to communicate testing procedures with people or organizations outside of the district.
11. Frequently updates and makes recommendations to the administration and staff to improve testing success.
12. Submits data for federal, state or local mandated reports as related to students and staff.

