

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Curriculum Coordinator

**FLSA:** Exempt

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### GENERAL SUMMARY

To assist the Principal in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services in order to ensure that each student in the school is provided with the richest educational experience possible. Assists in planning, directing and implementing the curriculum to meet the standards set by the State Department of Education. Reports to the Principal.

### ESSENTIAL FUNCTIONS

Is effective in working with teachers on short and long-range planning. Checks lesson plans to ensure compliance with state and district standards. Assists in the development of curriculum, instruction and assessment programs.

Provides appropriate curriculum and instruction assistance for teachers on an as needed basis. Demonstrates the ability to teach model lessons; observes classrooms on a regular basis to ensure appropriate levels of challenge, accuracy, consistency and continuity of instruction. Remains informed of educational improvements and best practices.

Ensures alignment of all new material to the goals of the school's educational program. Is competent in facilitating the selection of school level instructional materials and textbooks.

Effectively serves as school test coordinator, facilitates the review of school-based test scores, develops appropriate teaching modules and evaluates student and programmatic progress.

Is efficient in the coordination of a monthly newsletter that is distributed to the parents and community. In conjunction with the Parenting and Family Literacy Coordinator, coordinates pertinent classes for parents.

Is an active participant in the teacher evaluation process.

Arranges the display of student work within the community.

Is successful in facilitating school and teacher grant writing.

Promotes the integration of technology in the area of instruction; works with all areas of instruction to ensure effective use of technology and media services.

Interacts and communicates with parents, students, coworkers, administrators, teachers, professional staff, government agencies, and others in the performance of job activities.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as assigned or requested.

### JOB SPECIFICATIONS

#### Education and Experience:

Master's degree with five years experience as a teacher; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid teachers certificate and other certifications as designated. Knowledge of effective programs for early childhood, primary, and elementary age children. Knowledge of curriculum development and instructional improvement required.

**Knowledge:**

Knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Knowledge of the records, forms and reports which must be prepared and maintained. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of the materials and information which must be prepared for classroom instructional activities. Knowledge of curriculum development. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions.

**Skills/Effort:**

Ability to provide instruction to students through explanation, demonstration and/or supervised practice. Ability to supervise students and maintain order in various classroom and instructional activities and situations. Ability to operate general office equipment in the performance of daily activities. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to communicate effectively with students and their parents, district staff, and all other groups involved in the activities of the job.

**Working Conditions:**

Conducts duties in a school environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work or general office activities requiring lifting/moving of items up to 25 pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of standard office equipment.

**Responsibility:**

No direct budgetary responsibility.  
Limited supervisory responsibility for teachers and other staff as assigned.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_