

## **Curriculum and Instruction Coordinator**

**Job Title:** Curriculum and Instruction Coordinator  
**Department:** Administration  
**Reports to:** Superintendent  
**Classification:** Exempt

### **Summary**

The Curriculum and Instruction Coordinator is responsible for the development and implementation of all components of the district's instructional program

### **Contract**

10 Month Contract  
Salary Range: \$40,378 - \$46,100

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Duties and Responsibilities**

The individual who holds this position must:  
Research available instructional programs and materials  
Make recommendations to the Board regarding the purchase or use of instructional programs and materials  
Develop and monitor implementation of the district's assessment plan  
Supervise implementation of all special instructional programs except special education including programs for homeless children, gifted students, English language learners, migrant children and the Title I program  
Work with the PDC to implement the district's professional development plan  
Coordinate MSIP reviews

### **Qualifications**

#### **Education**

Master's degree or higher in instruction, curriculum, or educational administration and 5 years of classroom experience

#### **Certificates, Licenses, Registrations**

Valid Missouri teaching certificate

### **Skills and Abilities**

#### **Language**

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports, Board policy, governmental guidance and regulation and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

## **Curriculum and Instruction Coordinator**

Be able to make effective presentations to the Board, staff and community

### **Computation**

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

### **Reasoning**

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

### **Technology**

This position requires effective use of technology.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The work environment is consistent with a typical office environment.