



## OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

**TITLE: CURRICULUM COORDINATOR**

### **QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate.
2. Minimum experience as determined by the board.
3. Demonstrated leadership in school improvement, program development and curriculum integration.
4. Ability to plan, organize and administer a district-level professional development program.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide leadership in the development, implementation and coordination of the district's Pre K-9.

### **PERFORMANCE DUTIES:**

1. Works with principal and superintendent developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs.
3. Provides leadership in the development of the Pre K-9 instructional program and achievement of state core curriculum content standards and district goals and objectives.
4. Assists in the implementation of the district's inservice education program for the instructional staff and recommends teacher attendance at conferences participation in other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Recommends to the superintendent the addition of new courses, grade placement and credit allowance, and graduation requirements.

7. Organizes the agendas for grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
8. Participates in the monthly meetings of the Oaklyn Board of Education Curriculum Committee for the purpose of interpreting the educational program of the school and offering suggestions for improvement.
9. Maintains a curriculum reference library for the use of the staff and collaborates with the principal and teachers to develop a common file of community resources to enhance the instructional program.
10. Secures and makes available to staff samples of various instructional materials, textbooks and curriculum guides.
11. Serves on faculty committees to review and select textbooks and instructional materials and make recommendations for adoption by the board of education.
12. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.
13. Cooperates with the school personnel in planning the instructional program and support services for special education pupils and other students with special needs.
14. Offers suggestions in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
15. Performs other duties as may be assigned by the superintendent.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board of education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

**DATE APPROVED:** March 29, 2011