

TITLE: Coordinator of Curriculum, Instruction, and Assessment

Definition: Directly works with administrative and instructional staff to develop and deliver curriculum, instruction, and assessments.

QUALIFICATIONS:

1. Appropriate Colorado administrative or principal license preferred.
2. At least five years of successful teaching and/or school administrative experience.
3. Master's degree
4. Demonstrated ability to work with students, teachers, parents, and citizens of the community.
5. Demonstrated ability to implement effective public relations.
6. Organizational skills to complete tasks responsibly.

REPORTS TO: The Superintendent

JOB GOALS:

1. Take active leadership in planning, implementing, and evaluating the curriculum, instruction and assessment programs of the district.
2. Directly work with teachers 70% of time.
3. Promote the total educational growth of each student in the district.
4. Adopt the general program of education approved by the Board of Education to meet the needs of the community.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/Punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

PERFORMANCE RESPONSIBILITIES:

The Coordinator of Curriculum, Instruction and Assessment is in accordance with the Targeted Partnership Grant awarded 2010. The duties and responsibilities of the Coordinator will include but not be limited to the following:

1. Facilitate the development and implementation of curriculum to include:
 - a. Curriculum Council
 - b. Standards
 - c. Scope and Sequence/Skills Sequence
 - d. Learning Targets and Objectives
 - e. Time line/pacing chart
 - f. Formative and summative assessments
2. Implementation of district-wide instructional practices
 - a. Provide and facilitate professional development
 - b. In-class modeling; Observing and coaching
 - c. Coordinate Response to Intervention (Rtl) and Problem Solving Teams (PST)
3. Facilitate the analysis of student achievement data

- a. Implementation of data driven dialogue
- b. Facilitate the use of data to drive instruction
4. Other duties as assigned

TERMS OF EMPLOYMENT

1. Number of days assigned principals annually.
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of certified/licensed staff.

ADOPTED: April, 2010
STAFF HANDBOOK: August, 2010