

## Curriculum Coordinator

Certified Position – 2040, 2050, 2060

<u>Salary</u> Certified salary schedule	<u>Days</u> 185	<u>Reports to:</u> School Principal Instructional Supervisor
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### SCOPE OF RESPONSIBILITIES

Work with all stakeholder groups to increase student achievement and close achievement gaps while supporting all efforts to strengthen curriculum and instruction of Hopkins County Schools

### PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Schedule the majority of time in the school with teachers and principals planning, mentoring, coaching, and demonstrating best practices
2. Provide modeling of strategies for teachers as well as release time for teachers to observe best practice in action
3. Collaborate to develop and provide school level, job-embedded professional development
4. Attend monthly collaborative meetings with other curriculum consultant in the district
5. Assist teachers with creation and revision of school curriculum documents
6. Plan and facilitate instructional focus meetings at the school level (e.g. team, grade level, vertical and content area meetings)
7. Serve as a reading/writing consultant to the schools through the coordination of writing process activities, professional development, and writing portfolio development
8. Work with teachers to develop individual staff competencies in the implementation of new programs or initiatives (especially in reading and math)
9. Conduct non-evaluative observations of classrooms
10. Disaggregate and analyze data from various sources to assist schools and the district with comprehensive planning
11. Attend meetings, conferences, etc. at regional, state and national levels to enhance job responsibilities and to maintain liaison and active participation with educational leaders in curriculum and instruction
12. Provide professional development for Intern Teachers in "Best Instructional Practices"
13. Provide professional development for teachers (especially in the areas of Math and Reading)
14. Provide professional development for Classroom Instructional Assistants
15. Work with teacher groups to align district/school curriculum with core content
16. Assist in district grant writing initiatives
17. Provide PD on various topics as requested by district/school
18. Maintains regular and predictable attendance
19. Adheres to the professional code of ethics
20. Successfully utilizes technology as appropriate in job function
21. Any other duties as assigned by the Superintendent and/or principal
22. Perform other duties consistent with the position as may be requested

### MINIMUM QUALIFICATIONS

1. Valid Kentucky Teaching Certificate with at least three Years of successful teaching experience
2. Master's Degree or higher
3. Demonstrated evidence of educational leadership
4. Demonstrated ability to communicate effectively with students, staff, parents and community in both one-on-one and in large group settings
5. Demonstrated ability to successfully handle multiple projects at the same time
6. Is flexible and open toward change
7. Has demonstrated expertise and knowledge of Unbridled Learning assessment system, comprehensive planning, Kentucky Core Academic Standards, reading and writing across the Curriculum, best practice strategies, and technology