JOB DESCRIPTION

TITLE: Curriculum Coordinator
TERM OF EMPLOYMENT: 12 Month
CLASSIFICATION: Administration
ORGANIZATIONAL UNIT: Instruction
REPORTS TO: Director of Student Programs

JOB GOAL: To provide leadership, coordination, and administrative support in the ongoing development, implementation and administration of all phases of the BOCES’ curriculum cycle.

GENERAL NARRATIVE DESCRIPTION OF POSITION:
Oversees the curriculum. Creates and implements an education plan that meets the needs of students and satisfies the requirements of federal, state, and local regulations. Makes recommendations to teachers and other faculty in regard to the ways in which various subjects are being taught in order to enhance learning. Acts as an evaluator of curriculum teams and the roles played by the team leaders and members.

SPECIFIC RESPONSIBILITIES:

1. Develop annual goals and objectives consistent with and in support of system goals and priorities. Assist in implementing the system’s goals and strategic commitment.
2. Set goals for self-improvement. Carry out the individual improvement plan developed with the supervisor.
3. Assist as appropriate in the recruitment and selection of faculty and support staff consistent with agency curricular needs. Develop and direct the instructional portion of the orientation and induction program for new staff members, including assigning mentors.
4. Provide leadership to ensure the utilization of a variety of effective and best-practice instructional delivery systems and methodologies, including distance education, in an environment conducive to quality teaching and learning. Work with the individual curriculum teams, whole staff, and individuals to assist them in the development, implementation, evaluation and revision of the curricula. Promote articulation and innovation within the curriculum area.
5. Arrange and direct ongoing professional development activities for the instructional staff that coincide with agency goals and/or relate to the implementation of the instructional program.
6. Investigate and gather resources that aid in the implementation of teaching plans.
7. Assist in the coordination and implementation of the process for selection of instructional materials for the various curricular areas. Maintains a district-wide list of instructional materials which includes dates of purchase.
8. Ensure (along with building leadership) that the approved curricula are fully operational and being actively used by all staff. Assist in classroom observations and observation conferences.
9. Provide oversight of special projects (federal and competitive grants, etc) as they relate to curricula and instruction.

10. Assist in the development of budgets for curriculum development and evaluation, instructional materials purchases, and staff training.

11. Assure compliance with federal, state, and local standards and legislated mandates; ensure alignment with state core standards. Prepare applicable reports district and/or grant/program requirements.

12. Maintain communications through administrative channels to and from program faculty and Central Administration/Senior Management. Provide summaries regarding the status of curriculum and instruction within the BOCES.

13. Promote effective communication and cooperation among administrators and among all members of the school community. Seek talent and support from the community to further the educational goals of the BOCES.

14. Plan, coordinate and conduct appropriate meetings for area of responsibility.

15. Work with building leadership to develop plans for assessing and monitoring the progress of all students. Coordinate and articulate assessment among and between grades and/or content areas.

16. Manage the office and repository for all curriculum and assessment work, resources, and information. Maintain all files and records for curriculum-based work at that location.

17. May assist in the oversight of state testing programs and analyzes the results of these tests.

18. Serve as an effective member to appointed councils or committees. Work cooperatively with colleagues within the BOCES and from other school districts to promote regional initiatives.

19. Represent the BOCES and advance the organization’s professional image to off-campus community groups, business and industry, agencies, or individuals as assigned.

20. Maintain membership in and participate in the affairs of professional societies devoted to the advancement of career and technical education. Participate in curriculum and other conferences, workshops, and inservice meetings designed to provide professional skills and competencies.

21. Perform other duties as assigned or delegated by the Chief Executive Officer and/or the line supervisor.

**REQUIREMENTS/QUALIFICATIONS:**

*Education:* Valid NYS certification as an administrator at the appropriate level.

*Preferred Experience:*

- Minimum of five years of experience as a classroom teacher.
- Minimum of three years of administrative or management experience that includes planning; budgeting; personnel selection, supervision and evaluation; and program and curriculum development and assessment.
- Certification in curriculum is preferred.
- Experience with faculty development and support: quality teaching, learning, and assessment processes.
- Experience with human resource management.
• Demonstrated fiscal management skills.
• Acceptable criminal history background check and proof of U.S. citizenship or legal resident alien status.
• Experience with building successful partnerships with businesses, community agencies, K-12 schools, and higher education.

**Personal Knowledge, Skills, and Abilities:**
• Bring a spirit of enthusiasm, energy, and multi-cultural awareness.
• Possess strong written and oral communication skills.
• Demonstrate ability to apply data analysis, new strategies, and evaluation techniques.
• Understand and communicate current trends and best practices in curriculum, instruction, and assessment. Understand all applicable laws, regulations, and rules.
• Possess excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes. Demonstrate the ability to deal with people beyond giving and receiving of instructions.
• Be student-focused.
• Hold knowledge and fluency working with various needs assessment and research methods.
• Be proficient in computer applications. Encourage use of technology in the delivery of instruction. Understand the challenges that faculty and students face in using technology.
• Prioritize work to meet schedules and timelines. Follow through and timely completion of assigned tasks.
• Demonstrate knowledge and good judgment in matters of agency policy and procedures.
• Utilize proper discretion in dealing with confidential matters.
• Demonstrate ability to make oral presentations before large groups of people.
• Work well without close supervision and with little direction. Be able to solve problems independently and manage projects alone.
• Be adaptable to performing under stress and when confronted with emergency situations.
• Be able to work a flexible, extended schedule at a variety of locations with a mind to get the job done.

**EVALUATION:**
Performance of this job will be evaluated in accordance with provisions of the Administrative practice.

*This job description in no way states or implies that these are the only duties to be performed by this employee.*