



Job Title: Coordinator of Curriculum Resource

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Salary Range: UR308 to UR112
\$49,202 to \$108,419

Summary: The Curriculum Resource Coordinator is responsible for assisting with the delivery of instructional support and services to schools and district instructional staff. The Curriculum Resource Coordinator assists in the ordering and delivery of textbooks and other instructional resources; providing technical assistance with scheduling district professional development activities; coordinating budget and other financial resources; and managing projects and programs; and monitoring timelines and documentation under the K-12 division.

Essential Duties and Responsibilities:

- Assists in organizing and monitoring the adoption procedures and committees for textbooks for the school system
- Consults with school and district staff for the purchasing and distribution of textbooks and other instructional materials
- Assists with textbook and other budgets related to departments within the division to coordinate resources for teaching and learning
- Assists with managing funding resources by maintaining department level charts of accounts for K-12 Curriculum and Instruction projects.
- Keeps current on new sources of funding and the regulations that apply to them
- Maintains accurate financial records associated with the purchasing of textbooks and other instructional materials
- Works with district staff to match funding resources to projects that are needed in the K-12 Instruction division and related areas
- Collaborates with the district grant writer to serve as a division liaison for grants and/or completes the application process for funding sources that are found to be available for K-12 Instruction projects. Responsible for collecting any information needed for this process.
- Monitors the board approved MOUs and contract timelines and reapply for renewable contracts and funding resources related to the K-12 Instruction division.
- Coordinates and monitors fiscal implementation of any projects funded through the academic. Responsible for the integrity of awarded projects by ensuring that all

rules and regulations of the award are followed and that the funds are spent properly. Maintains accurate and detailed records as required by federal, state, and local policies and regulations.

- Assists with documentation related to audits conducted for department funds and programs.
- Prepares information for project status reports, program evaluations, and other requested reports as needed.
- Monitors the progress projects within the K-12 Instruction division to insure successful fidelity to timelines.
- Collects and prepares documents such as MOUs, contracts, and grant award documents needed for approval by the Superintendent's office, general counsel and school board; assists with the preparations of presentations to the school board and community related to K-12 Instructional Services and district academic programs

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Minimum of four-year degree from an accredited college or university. At least five years of experience in district level administration and purchasing preferably related to textbook adoption cycles. Expertise with district level budgeting and desktop application software (e.g. word processing, spreadsheet, database, presentation graphics, etc.)

Work Environment Conditions:

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

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school



system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifient website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.