

SECTION I: GENERAL INFORMATION

Position Title: Coordinator of Curriculum, Instruction, and Assessment Primary (PreK-5) or Secondary (6-12)	Department: Teaching and Learning
Immediate Supervisor's Position Title: Assistant Superintendent	FLSA Status: Exempt
Job Summary: The Worthington School District 518 is seeking a Coordinator of Curriculum, Instruction, and Assessment. The position coordinates curriculum alignment, develops and organizes staff development, assessment and projects related to curriculum and instruction. Learning and achievement for all students is the primary focus. Position will focus on either the Primary grades of PreK-5 or the Secondary grades of 6-12 dependent on the candidate's experience and skills. Positions will share District Assessment Coordinator responsibilities. Development and Implementation In coordination with building level administration and leadership teams, develops and implements curriculum, assessment, and staff development initiatives. Acts as an instructional leader to work closely with principals, building leadership teams, curriculum teams and various committees to address the needs of the student learning community. Reports on curriculum, assessment, and staff development initiatives, regarding progress and outcomes to multiple audiences. Position Requirements Bachelor's or master's degree in Curriculum and Instruction, Educational leadership, or closely related field. • Knowledge of current theories and practices in curriculum methodology (across all disciplinary areas), child development, standards-based education, and continuous school improvement work. • Ability to function independently to facilitate professional learning and curriculum development (identifying needs, having breadth of professional knowledge and networking to select appropriate development activities, integrating new learning with current curriculum). • Ability to work collaboratively and effectively in a team environment; prioritize projects and lead working groups; plan and coordinate multiple assignments. • Well-developed intra- and inter-personal and conflict resolution skills to collaborate effectively with staff, teachers, and administrators. • Excellent critical thinking, problem solving and communication skills to actively listen, analyze, synthesize, find creative solutions, and share ideas both in oral and written form. • Working knowledge of technology to include word processing and spreadsheet applications. • District Literacy Lead: Ensure implementation and reporting of READ Act: LETRS training preferred or willingness to complete. • American Indian Parent Advisory Committee Liaison Applicants should have a solid understanding of curriculum development, review processes, and staff development, along with a minimum of three years of teaching experience.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Uses current research and best practices to guide curricular areas in philosophical beliefs to drive the decision-making process.
- Assists building admin and leadership team with curriculum and staff development meetings at Site and District Level.
- Manages the curriculum review cycle and facilitates the necessary meetings as part of the cycle.
- Contacts vendors for samples, presentations and other information related to the purchase of products and services.
- Coordinates the purchase and distribution of curricular materials approved during the capital outlay process.
- Facilitates the adoption of curriculum materials and other curricular changes including professional development.
- Uses data for program review; to determine the effectiveness of instructional and intervention practices.
- Assists with approval from Principals in scheduling and monitoring of curriculum writing.
- Meets with grade level/subject teams to use data for potential curricular and instructional changes.
- Coordinates the alignment of essential curriculum and common formative assessments to state standards.
- Coordinates the development of the Comprehensive Achievement and Civic Readiness Plan, Local Literacy Plan, and other reports as needed.
- Aligns curricular and staff development goals and actions with areas of need as reported by local and state testing.
- Coordinates and facilitates student assessment processes.
- Collects, analyzes, and interprets multiple sources of relevant data.
- Organizes and analyzes state and local data for schools and the district to inform future professional learning opportunities.
- Assists with communication of State and Local test results to parents and community.
- Assists AIPAC with grant writing, budgeting, curriculum, data, and outreach.
- Collaborates closely with the IT department to evaluate and select appropriate curriculum and software solutions
- Provides regular communication with various stakeholders.
- Provides good public relations with all internal and external stakeholders.
- Follows all policies and guidelines.
- Performs other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (Choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			Bachelor's or master's degree in Curriculum and Instruction, Educational leadership, or closely related field. K-12 MN Principal License Preferred	
	High school diploma or GED.				
	1 year college		2 years college	Major field of study or degree emphasis: Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: An understanding of quality teaching strategies and utilization of best practices as well as knowledge of primary responsibilities in assessment, curriculum development, instructional implementation, and grant supervision.	
	3 years college	X	4 years college		
	1st year graduate level				
	2nd year graduate level				
	Doctorate level				

Required Work Experience in Addition to Formal Education/Training:

LICENSE/ CERTIFICATION	Identify licenses/certifications required upon hiring: Minnesota Teacher License
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK

Skilled in:

- Provides support for Building Admin, Site Leadership Teams, and PLC Teams.
- Communicates related items such as newsletters, training, etc.
- Represents the district at appropriate job-related meetings.
- Attendance is an essential function of the position.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# Of Employees
TOTAL		0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total: 0-10
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk		X		
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to modification to accommodate individuals with a disability.