Jarrell ISD Job Descriptions

Job Title:	Secondary Curriculum Coordinator	**Exemption Status/Test:** Exempt/Executive* or Administrator in an Educational Establishment	
Reports to:	Executive Director of Teaching & Learning	**Date Revised:** January 2022	
Dept./School:	Teaching & Learning		

Primary Purpose:

Provide curriculum leadership and support classroom teaching to ensure an aligned and articulated instructional program. Ensure that the development and delivery of curriculum and the instructional program is effective and efficient, incorporates district goals, and supports student achievement.

Qualifications:

Education/Certification:
Bachelor's Degree
Master's degree from accredited university with a major in Curriculum and Instruction, preferred
Valid Texas teaching certificate

Special Knowledge/Skills:
Knowledge of curriculum design and implementation
Ability to interpret data and evaluate instruction programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Strong organizational, communication, and interpersonal skills

Requirements:
Regular attendance at the job site is an essential job function.

Experience:
Three years of experience as a classroom teacher

Major Responsibilities and Duties:

Instructional and Program Management

1. Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.

2. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.

3. Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.

4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.

5. Collaborate with principals, teachers, and other instructional staff to develop, maintain, and revise curriculum documents based on a systematic review and analysis.

6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.

7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).

8. Oversee staff development programs and provide effective activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission.

Policy, Reports, and Law

9. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.

10. Compile, maintain, and file all reports, records, and other documents as required.

11. Follow district safety protocols and emergency procedures.

Communication

12. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

Community Relations

13. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.

14. Demonstrate awareness of district-community needs and initiate activities to meet those needs.

15. Use appropriate and effective techniques to encourage community and parent involvement.

Other

16. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____