



## **K-12 CURRICULUM & INSTRUCTION COORDINATOR JOB DESCRIPTION**

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- TITLE:** CURRICULUM & INSTRUCTION COORDINATOR (Grades K-12)
- QUALIFICATIONS:** Ohio Teacher or Administrator Licensure/Certificate; Master's Degree in Curriculum and Instruction. Possess at least 5 years of classroom teaching in the K-12 school setting and possess strong knowledge of Biblical integration.
- REPORTS TO:** Head of School
- JOB GOAL:** Evaluate and provide leadership for the instructional program of the school.

### **PERFORMANCE RESPONSIBILITIES:**

- Carry out the vision, mission, and educational objectives of the school as announced by the Head of School.
- Work closely and cooperatively with the school administration and other organizational employees and offices.
- Collaborate with instructional staff in the development and enhancement of school educational program to enhance student achievement.
- Coach and train teachers to utilize various instructional strategies to meet student learning needs.
- Assist teachers in the preparation of annual formal evaluations.
- Model effective classroom management and instructional techniques that when appropriately implemented by the classroom teacher will lead to improved student performance.
- Collaborate with instructional staff in evaluating and selecting instructional resources to meet student learning needs by establishing curriculum review committees for the various grade levels.
- Provide leadership in the identification, evaluation, and selection of instructional programs, resources, and equipment with regard to increased student achievement.
- Obtain and use evaluative findings to examine curriculum, instructional program, and assessment effectiveness.
- Provide assistance to teachers for the implementation and standardization of the Biblical integration.
- Establish official curriculum review cycle calendar.
- Provide oversight of annual state auxiliary funding curriculum budget.
- Become an 'expert' in Curriculum Trak, provide support for teachers in lesson and unit planning.
- Regularly review 'maps' to ensure that all areas of the unit maps are up to date.
- Regularly review lesson plans on Curriculum Trak.
- Maintain a positive and effective relationship with co-workers.
- Effectively communicate with colleagues, students, and parents.
- Conduct "Evening of Excellence" Academic & Curriculum Night.
- Perform all duties as assigned by the Head of School.