

Job Title: Elementary Curriculum Coordinator

POSITION SUMMARY:

The role of the Elementary Curriculum Coordinator is to manage the direct supervision of all elementary schools, by working closely with and monitoring the performance of the administrator, school instructional personnel, and students; support the implementation of curriculum initiatives; assist with faculty and staff professional development and provide support as needed; establish and maintain communication between the individual schools and the district as a whole, while mediating discrepancies, as they arise, pertaining to district information, data, and/or Board of Education policy.

ESSENTIAL FUNCTIONS:

- Provide leadership in the improvement of the district-wide elementary program of instruction.
- Serve as a consultant to principals and teachers for the total elementary instructional program.
- Develop criteria for curriculum proposals and assist instructional personnel in preparing, utilizing, and evaluating curriculum materials.
- Coordinate with the district-wide professional development director to provide quality instructional training opportunities for elementary teachers in the core instructional areas.
- Provide instructional materials, qualified resource persons, and opportunities for continued professional growth of teachers and administrators.
- Assist teachers individually and in groups in classroom planning, utilization of materials, and evaluation of teaching and learning.
- Coordinate the planning, implementation, and revision of elementary pacing guides which provide continuity and articulation at all grade levels and in all subject areas.
- Assist with development and implementation of formative and summative assessments to effect needed changes in curriculum, instruction, and assessment.
- Assist in the evaluation process for certified staff through effective use of the approved district evaluation plan.
- Assist principals and instructional staff in interpreting the instructional program to the community.

- Collaborate with District Textbook Coordinator on elementary textbook adoptions.
- Perform any other duties as may be assigned by the Superintendent and the Board of Education.

QUALIFICATIONS:

- Valid teacher's license with appropriate Tennessee endorsement; and
- Administrative or supervisory experience and certification in accordance with state law and State Board of Rules and Regulations, based upon the minimum of a Master's Degree.

WORK CONDITIONS:

- Normal working environment with a 200-day contract.
- Reports directly to the Director of Schools

Rhea County Schools