

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Curriculum Coordinator Position Description**

**LOCATION:** Central Office

**JOB CATEGORY:** Professional

**PAY GRADE:** Grades 1-5

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Assistant Superintendent for Instruction

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

The primary function of the Curriculum Coordinator is to facilitate, support, and monitor full implementation of the K-12 curriculum (as assigned) for the school division. This includes the planning, development, and production of curriculum materials; supporting administrators with matters related to curriculum and instruction; and providing/recommending professional development for teachers focused on best practices that support improving student outcomes.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Responsible for coordinating and supervising the K-12 curriculum (as assigned) in consultation with the Assistant Superintendent for Instruction and building administrator(s).
- Guide the implementation, evaluation and improvement of curriculum as mandated by the Virginia legislature, Virginia Department of Education, Warren County School Board, and division-wide initiatives.
- Support teachers with the implementation of the curriculum, promoting effective instructional strategies designed to produce successful student outcomes.
- Work collaboratively with school administrators and instructional leaders to design and implement professional development related to best practices in curriculum and instruction for classroom teachers.
- Analyze academic achievement data to promote data-driven decision making across the division.
- Inform continuous improvement of curriculum, instruction, and assessments, incorporating input from school leaders, teachers, and community members.

- Coordinate textbook adoption procedures in compliance with state and local policies and division-wide curriculum priorities.
- Provide assistance to administrators and teachers in regard to pacing and online instructional materials.
- Assist in the development and implementation of the division's curricular and instructional goals.
- Communicate on a regular basis, both verbally and in writing, with teachers and administrators answering questions, providing information, and delivering requested presentations.
- Perform related duties as assigned by the Assistant Superintendent for Instruction in accordance with the school/system policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and administration; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and community members.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university. Candidates must possess or be eligible for a Postgraduate Professional License. Have at least 5 Years of teaching experience. Must possess excellent interpersonal communication skills. Excellent organizational skills are required. Must be able to function in a team environment.

### **SPECIAL REQUIREMENTS**

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, parents, staff members, administrators, and community members. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: offices, computer labs, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds. Other physical activities may be required. Frequent operation of a

vehicle, office equipment, and computers is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. The ability to work effectively and regularly with a computer (keyboard, monitor) is mandatory. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and parents is required. Frequent contact with vendors and parents by phone and in person is necessary. Occasional contact with technology or medical professionals may be required.

### **EVALUATION**

Assistant Superintendent of Instruction will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.