

POSITION DESCRIPTION

TITLE:	K-5 Curriculum Coordinator	SUPERVISOR:	Director of PreK/Elementary Education
DEPARTMENT:	Division of Teaching and Learning	CLASSIFICATION:	Certified

- I. Accountability Objectives:** A K-5 curriculum coordinator is responsible for providing instructional leadership across subject areas. Position objectives include studying, evaluating, and implementing research based curriculum and instruction; providing leadership in the development, articulation, and implementation of an instructional program; improving the instructional program by assisting with program evaluation; and assisting in the coordination of relevant staff development.
- II. Position Characteristics:**
Salary: On Schedule
Length of Contract: 200 Days over 12 months
- III. Position Relationships:**
Reports to: Director of PreK/Elementary Education
Coordinates with: Principals, teachers, district office administrators, curriculum coordinators, program specialists
Type of Coordination: Program development to meet K-5 curricular needs in alignment with the PreK-12 programs
- IV. Position Qualifications:**
- A. Required Qualifications:
 Wisconsin teaching certification and a minimum of 3 years elementary teaching experience. Master's degree in education. Graduate work in curriculum development, instruction, and assessment. Experience in K-5 curriculum development.
- B. Desired Qualifications:
 Possession of a Wisconsin Director of Instruction (10 or 15) or Supervision (15) license. Successful teaching experience at more than one grade level, experience in staff development work, and successful leadership experience.
- C. Special Requirements:
 Excellent writing and public speaking skills, outstanding organizational and planning abilities, strong ability to work effectively with individuals and groups, knowledgeable in the area of instructional methods and theory, desire to serve as a team player, ability to facilitate groups, problem solving and conflict resolution skills, strong leadership skills.
- V. Position Responsibilities:**
- A. Serves as a resource person in curriculum and instruction across subject areas.
 - B. Provides leadership to assure correlation between district curriculum and state/national standards.
 - C. Develops, coordinates, and monitors the program of instruction for academic programs and oversees updates of the curriculum.
 - D. Provides input for the Teaching and Learning budget.
 - E. Previews new instructional materials and arranges for piloting by teachers.

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- F. Studies and evaluates new instructional techniques for possible use by classroom teachers.
- G. Assists in the evaluation of academic programs, grading and assessment, and their effect on student achievement.
- H. Leads and coordinates staff development.
- I. Assists teaching staff with the implementation of curriculum and instructional materials.
- J. Develops and implements follow-up plans for curriculum revisions and instructional materials adoptions.
- K. Assists in the selection of K-5 instructional materials.
- L. Stays current in the particular field through professional readings, seminars, workshops, and conventions.
- M. Coordinates projects with other curriculum coordinators, program support staff, and administrators with the Division of Teaching and Learning.
- N. Communicates and coordinates in partnership with community groups and organizations.
- O. Works with building principals and teams to develop and implement the school improvement process (data analysis, goal setting, action plans, etc).
- P. Assists with coordination of instructional support for new teachers.
- Q. Performs other duties as assigned.

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