

POSITION DESCRIPTION

TITLE:	Secondary Curriculum Coordinator	SUPERVISOR:	Director of Secondary Education
DEPARTMENT:	Division of Teaching & Learning	CLASSIFICATION:	Certified

I. Accountability Objectives:

A secondary curriculum coordinator is responsible for providing curricular leadership across subject areas under the direction of the Director of Secondary Education. Position objectives include: 1) studying, evaluating, and implementing innovative techniques & methods; 2) providing leadership in the development, articulation & implementation of an exemplary curricular program and assessment; 3) improving the instruction program through assisting with evaluation; 4) assisting in the coordination of a positive staff development program; and 5) coordinating school to careers program.

II. Position Characteristics:

Salary: On schedule
Length of Contract: 200 days over 12 months

III. Position Relationships:

Reports to: Director of Secondary Education
Coordinates with: Principals, teachers, Central Office administrators, curriculum coordinators, and secondary department chairs
Type of coordination: Program development to meet 6-12 curricular needs of the district

IV. Position Qualifications:

- A. Required experience and training:
Wisconsin teaching certification and a minimum three years secondary teaching experience. Master's degree in education. Graduate work in curriculum development. Experience in 6-12 curriculum development.
- B. Desired experience and training:
Possession of a Wisconsin Director of Instruction (10 or 20) or Supervision (20) license, LVEC license. Experience in staff development work, successful experience as a department chairperson or comparable leadership experience; grant writing experience.
- C. Special requirements of the position:
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, ability to work with businesses and the community to develop effective partnerships; desire to serve as a team player, ability to facilitate groups, outstanding problem solving & conflict resolution skills, excellent leadership skills.

V. Position Responsibilities:

- A. Serves as a resource person in curriculum, instruction and assessment 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 subject areas and oversees annual updates of curriculum guides.
D. Provides input for the curriculum and instruction budget.
E. Previews new instructional materials and arranges for piloting by teachers.

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- F. Studies and evaluates new curriculum instruction and assessment techniques for possible use by classroom teachers.
- G. Assists in the evaluation of subject areas as designated.
- H. Arranges for staff development programs.
- I. Assists teaching staff with the implementation of new curriculum guides and new instructional materials.
- J. Assists in the selection of 6-12 instructional materials.
- K. Stays current in the particular field through professional readings, seminars, workshops, and conventions.
- L. Identifies and coordinates opportunities for professional growth for teachers; i.e., clinics, workshops, conferences, conventions, etc.
- M. Chairs School to Careers Council.
- N. Develops and implements Carl Perkins Grant and other grants.
- O. Serves as liaison with post secondary institutions.
- P. Participates on various business, industry and post-secondary committees.
- Q. Encourages curricular integration of general education and career & technical education.
- R. Coordinates School to Careers Program
- S. Coordinates projects with other curriculum coordinators and administrators within the Division of Teaching & Learning.
- T. Coordinate middle and high school course catalogs.
- U. Student information system liaison with technology
- V. Performs other duties as assigned.

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