



MARICOPA COUNTY JOB DESCRIPTION

CURRICULUM COORDINATOR

MARKET RANGE TITLE:	EDUCATION SERVICE PROGRAM COORDINATOR
DEPARTMENT:	EDUCATION SERVICE AGENCY
DIVISION/SECTION/UNIT:	EDUCATION INNOVATION (LOW ORG 3750)
FLSA STATUS:	EXEMPT
CLASSIFIED/UNCLASSIFIED:	CONTRACT
SALARY:	\$26.85 – \$34.75 (55,848 – 72,280)

PURPOSE STATEMENT

Responsible for the development and implementation of curricular resources and administration of federal grant programs to promote school improvement for schools in the Small Schools Consortium.

PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Provides leadership and direction for the elementary and/or secondary curriculum for Small Schools and MCESA.
- Collaborates with the Director of Research and Evaluation and school principals to evaluate the overall effectiveness of curriculum implementation.
- Plans and facilitates monthly curriculum council meetings for the Small School Consortium members to identify common needs, priorities for resource development, and key staff to engage in identified projects.
- Facilitates principal and teacher advisory committee input and feedback in curriculum and resource development ensuring horizontal and vertical continuity and articulation of the curricular, instruction, and assessment programs throughout the districts.
- Plans and provides leadership for meetings and workshops to disseminate pertinent information or to provide professional development for the Small Schools.
- Evaluates the alignment of established curriculum and taught curriculum in observation visits with Small School or district staff on a monthly basis.
- Provides professional development to Small Schools in unit planning with backwards design aligned to authentic assessments.
- Maintains active networking and informational sources to ensure current and relevant guidelines, resources, and compliance related to the areas of curriculum and assessment at the local, regional, state, and national levels.
- Collaborates with Educational Innovation department team members in the design and implementation of department initiatives and professional development.
- Provide backup to other grant-related activities as needed as assigned by the Assistant Superintendent for Education Innovation.

REPORTING STRUCTURE

A. Supervision Received:

- Administrator for Leadership Development

B. Supervision Exercised:

QUALIFICATIONS*

A. Minimum education and/or experience:

- A Masters in Curriculum and Instruction or Education Leadership required.
- A minimum of three years of teaching experience required.

B. Other combinations of education, experience, or training that may be considered in substitution for the minimum requirements:

C. Preferred education and/or experience:

- Leadership experience in facilitating curriculum development
- Successful experience as a curriculum committee member in multiple content areas and grades.
- Successful experience providing professional development to teachers and administrators
- Successful experience as an Assistant Principal or Principal

D. Knowledge, Skills, and Abilities:

- Applicable techniques used in studying educational programs, including project planning, methodology, reporting, and processes.
- Knowledge of research methods and techniques.
- Computer Literate: Microsoft Word, Excel, PowerPoint, Access, Email, and Internet Research.
- Excellent interpersonal, leadership, and communication skills.
- Effective planning and organizational skills.
- Ability to analyze administrative problems and develop courses of action.
- The ability to work well under pressure in a multi-task environment.
- Ability to apply professional knowledge and administrative ability to the specific education project.
- Ability to reason logically and think independently and creatively on educational projects.

E. Specialized training, certifications, or other special requirements:

- Arizona Supervisor or Principal Certification preferred or equivalent experience. (must have certification within 6 months of hire)
- Valid Arizona Driver's License
- Fingerprint Clearance Card

F. Preferred special requirements:

G. Special working conditions:

- Must be willing to drive to Small Schools on a regular basis.

*Degrees/credits must be from an academically accredited college or university as recognized by the U.S. Department of Education (USDE) or the Council for Higher Education (CHEA)