

Cape Girardeau Public School District No. 63

Job Description

Job Title: Curriculum Coordinator

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports to: Assistant Superintendent, Academic Services

Brief Description of Position:

The Curriculum Coordinator provides leadership in the ongoing development, assessment, and improvement of the instructional program and staff development for the school district.

Required Qualifications:

- Master's Degree
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.

Desired Qualifications:

- Missouri Administrative Certification.
- Five years of successful teaching experience.
- High level of communication skills, both oral and written.
- Experience in organizational leadership, curriculum development, and research.

Essential Duties and Responsibilities:

- Leads curriculum development studies.
- Maintains up-to-date curriculum aligned to Missouri Learning Standards.
- Builds and monitors the curriculum budget.
- Purchases textbooks and instructional materials.
- Provides resources to enhance the curriculum.
- Provides guidance for local and state assessments.
- Monitors curriculum through classroom observations, staff meetings, and review of student performance.
- Promotes teaching techniques consistent with the research on characteristics of effective teaching, classroom management, and student success.

- Builds good interpersonal relationships and establishes positive rapport with colleagues, parents, and the community.
- Facilitates communication between buildings.
- Provides in-service opportunities for staff.
- Provides leadership on District committees.
- Works closely with building principals; communicates, problem solves, and serves as a connecting link.
- Coordinates grade level and vertical team meetings.
- Presents curriculum and data reports to the school board of education.
- Performs other duties as assigned.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Reviewed August 2013