



**DIRECTOR TECHNICAL AND CAREER EDUCATION**

**GENERAL RESPONSIBILITIES**

The coordinator of a curriculum and instruction program is responsible for providing leadership, alignment, coordination and delivery in the development and improvement of the curriculum program for the school division. The coordinator ensures that resources are available for teacher and student use and provide the necessary staff development for implementation of the assigned instructional program.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the point person for division-wide initiatives, as assigned.
- Develop and update instructional materials including but not limited to curriculum guides, parent/student documents, assessment instruments, and report cards.
- Provide guidance in the selection of textbooks and other instructional materials and equipment for the assigned program.
- Maintain basic and supplementary list of instructional materials.
- Conduct textbook adoption process and/or workshops.
- Prepare and monitor the program's budget.
- Review and analyze assessment data for the assigned program.
- Develop short and long-term goals for the curricular area with an emphasis on K-12 alignment and articulation.
- Support and work collaboratively with principals and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program throughout the division.
- Provide ongoing instructional support and classroom management assistance for continuing contract and probationary teachers.
- Observe teachers as requested by building administrators and provide immediate feedback on their progress.
- Plan and conduct teacher training programs and conferences dealing with new classroom procedures, instructional materials, equipment, and teaching aids.
- Develop, plan, and conduct professional development activities for building-level administrators, instructional staff, and trainers for division-wide initiatives, new classroom procedures, instructional materials, equipment, and teaching aids.
- Work collaboratively with staff members of Curriculum and Instruction and other departments, as assigned.
- Work collaboratively with team members and principals of assigned schools to develop, update, and implement annual school service plans or five (5) year plan.
- Update and maintain the program's Web site.
- Serve on a variety of local and state committees, representing the school division in educational projects and initiatives.
- Perform related work, as required.

**ADDITIONAL DUTIES FOR ACADEMY/ADVANCED PROGRAMS COORDINATORS**

- Communicate the Academy's vision, mission, and goals to all stakeholders.
- Direct and maintain the day-to-day operation of the academy.
- Manage the application and selection process of academy students.
- Counsel academy students and carry out corrective discipline as appropriate.
- Supervise student interns and mentors associated with the academy program.
- Conduct research to prepare and write grants to secure additional funding for the academy. Promote the academy programs to prospective students, parents, universities, potential employers, and the community.
- Assist in the formation of the academy staff handbook and student information sheets and forms.



**KNOWLEDGE, SKILLS, AND ABILITIES**

Must possess a thorough knowledge of the principles and practices; of curriculum, instruction, and assessment; comprehensive knowledge of specialty area; knowledge and effective skills textbook selection, curriculum development and budget development. Must have the ability to analyze information and evaluate results to choose the best solution and solve problems; ability to guide and train teachers in effective instructional techniques and strategies; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, teachers, staff and the general public.

**EDUCATION AND EXPERIENCE**

**Required:**

Master's Degree in education administration.

Five (5) years of teaching experience.

Certification in Administration and Supervision PreK-12-Central Office Only or Administration and Supervision PreK-12.

**Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, and crouching. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 3/09, 7/20
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