

**Wrightstown Community School District**  
**Curriculum Coordinator**  
(Job Description)

**Primary Objectives**

- To provide leadership in the ongoing development, assessment and improvement of the instructional program for the school district.

**Performance Responsibilities****➤ Curriculum and Instruction**

- Leads in the development and maintenance of a positive, coordinated educational program designed to meet the needs of all children.
- Guides teachers through the development, implementation, and evaluation of curriculum and instruction.
- Serves as a resource person in curriculum and instruction across subject areas.
- Provides leadership to assure correlation between district curriculum and state/national standards.
- Coordinates and monitors the program of instruction for academic programs and oversees updates of the curriculum.
- Works with individual grade levels and curricular departments to assist them in the development, implementation, evaluation and revision of PK-12 curriculum.
- Facilitates cross grade level meetings to address consistency of 4K-12 scope and sequence of curriculum.
- Assists teaching staff with the implementation of curriculum and instructional materials.
- Uses student assessment data to monitor and guide instructional program
- Implements follow-up plans for curriculum revisions and instructional materials adoptions.
- Assists in keeping the community informed about the curriculum and instructional programs of the schools and student achievement in the state's learning results.

**➤ Staff Development**

- Assists with the development, implementation, and evaluation of orientation and in-service training programs for professional personnel.
- Works with Building Principals and/or Director of Pupil Services in the improvement of individual staff competencies.
- Frequently visits classrooms to observe instruction and to encourage, guide and support the faculty and principals in working toward achieving learning results.

**➤ Administrative Responsibilities**

- Reports regularly to the District Administrator, as part of the Administrative Team, providing oral reports and/or written summaries regarding the status of curriculum and instruction within the district and staff development needs of the staff.
- Provides oversight of special projects as they relate to curricula and instruction.
- Stays current in the particular field through professional readings, seminars, workshops, and conventions.
- Works with building principals and teams to develop and implement the school improvement process
- Serve as the coordinator and administrator for Summer School
- Perform any and all other duties prescribed by the District Administrator

**Reports To**

- District Administrator

**Qualifications**

- Master's Degree in Education
- Wisconsin teaching certification and a minimum of 3 years teaching experience in either regular and/or special classroom teaching
- Graduate work in curriculum development, instruction and assessment
- Administrator license in Leadership, Curriculum, or Supervision

**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.

**Evaluation**

- Annual written evaluation to be completed by the District Administrator based on a mutually agreed upon evaluation system

*Adopted: 9/17/2014*

*Reviewed:*

*Revised:*