

1 **Board Policies**

BLAIR TAYLOR SCHOOL DISTRICT

2
3 **Series: 500**
4 **Section: 530**
5 **Policy #: 531.6**

PERSONNEL
PROFESSIONAL STAFF POLICIES
CURRICULUM & INSTRUCTIONAL COORDINATOR

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9 **JOB TITLE: CURRICULUM & INSTRUCTIONAL COORDINATOR**

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11 **JOB SUMMARY:** Coordinate the development of a sequential K-12 curriculum, which meets
12 federal and state requirements and district policies. Oversee the
13 development and use of district-wide, school and grade level assessments
14 used to inform instructional practices and evaluate the effectiveness of the
15 curriculum.

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17 **REPORTS TO:** Superintendent

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19 **JOB DUTIES:**

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21 1. Coordinate curriculum development through the production and use of grade-level learning
22 targets and course outcomes.
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24 2. Coordinate regular reviews of curriculum and related assessment and instructional practices
25 at each grade level and within each discipline. Provide for articulation of curriculum across
26 grade levels and schools so that the curriculum is scoped and sequenced.
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28 3. Oversee the development and maintenance of all curriculum guides and related materials.
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30 4. Manage the procedure for new curriculum and resource adaptation, which would include,
31 but is not limited to text book adoption.
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33 5. Keep abreast of new developments and federal and state requirements in curriculum,
34 assessment and instruction and provide leadership in determining the appropriateness of
35 inclusion of these developments within the district's educational program.
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37 6. Incorporate current technology and 21st Century Skills in all areas of learning in the district.
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39 7. Coordinate professional development for staff which directly relates to curriculum,
40 assessment and instructional practices to be implanted to best meet students' needs.
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42 8. Help to develop and sustain a culture in which educators can collaborate effectively to meet
43 students' needs and educators can feel a high level of success and job satisfaction.
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45 9. Assist in the development and coordination of the sections of the budget that pertain to
46 curriculum and instruction.
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48 10. Make recommendations regarding graduation requirements, approved courses, credit
49 allowed, etc. as it relates to state required academic standards and other mandates.
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51 11. Coordinate the annual analysis of school and district-wide assessments, as well as other
52 measures of student performance and use this information to develop and review district
53 goals.
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- 55 12. Provide leadership in the development of curriculum for new courses and for newly
56 mandated legislation or school board requirements.
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58 13. Regularly provide the school board with information regarding current curriculum,
59 assessment and instructional practices in the district.
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61 14. Evaluate personnel as directed by building principal.
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63 15. Any other duties assigned by the superintendent.
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65 **QUALIFICATIONS:** Qualifications have been identified as REQUIRED or PREFERRED
66 for the job.
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68 (R) = Required
69 (P) = Preferred
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- 71 (R) Prior teaching experience with increasing levels of administrative responsibility.
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74 (R) Skills to manage personnel, programs and fiscal resources, communicates effectively orally and in
75 writing; implements creative problem solving solutions.
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77 (R) Ability to provide direction to others and make independent judgments,
78 keep and maintain records and meet deadlines.
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80 (R) Licenses, certifications, and/or testing required.
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83 **PHYSICAL CHARACTERISTICS:**
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85 The Dictionary of Occupational Titles characterizes this job as a Medium position. Medium work is
86 defined as: Exerting up to 20 to 50 pounds of force occasionally and/or 10 to 25 pounds of force
87 frequently, and/or greater than negligible up to 10 pounds of force constantly.
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89 The Classification of Jobs further defines the physical factors as: Frequently reaching, handling,
90 talking, hearing and working near acuity and visual acuity.
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94 **TERMS OF EMPLOYMENT:** 215 day contract with additional curriculum time assigned as needed by the
95 superintendent.
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97 **EVALUATION:** To be completed annually by the superintendent.
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104 **LEGAL REFERENCE:** S. 118.35, Wis. Stats.
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106 **FIRST READING:** 4/21/08
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ADOPTED: 05/19/08
AMENDED: 02-15/10
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110 **CLERK:** _____