



Policies and Procedures

Section Five – Personnel

550.462 – Job Description Curriculum Coordinator

INTRODUCTION

The Curriculum Coordinator's main responsibility is to oversee the school's curriculum and teaching standards. The Curriculum Coordinator is directly responsible to the Head of School and is expected to develop instructional techniques and instructional material, coordinate its implementation with teachers and assess its effectiveness.

QUALIFICATIONS / SKILLS:

- Professional Training and Certification as outlined in *Policy 530.1 – Professional Staff Qualifications*. (minimum Bachelor's Degree, Master's Degree in Education preferred)
- Minimum of 5 years of successful classroom teaching
- Strong analytical skills to examine student test data and make recommendations for improvement in curriculum and teaching
- Extensive knowledge of reading, writing, literacy and math development
- Proficient technology skills
- Strong leadership and collaboration skills
- Outstanding interpersonal skills
- Strong oral and written communication skills
- Creativity – able to think of new ways to engage students.

REPORTS TO:

- Head of School, or designate

TERMS OF EMPLOYMENT

- Initial contracts are for 2 years.
- Subsequent contracts are for 1 year.
- 190 working days per year.
- Salary is determined by placement on a salary grid:
 - Salary grid categories follow the guidelines in *Policy 530.1 – Professional Staff Qualification*.
 - Salary grid levels (steps) are determined by equating one year of full time teaching experience to one step on the grid. EMS will grant a maximum of Step 10 for initial contracts.

PERFORMANCE RESPONSIBILITIES

1. Demonstrate professional competence and vision:
 - a. Identify needs and make recommendations for appropriate instructional materials and assessments that directly support and align to the Cambridge Standards.
 - b. Guide staff in ensuring the consistent delivery and coordination of a vertically aligned Cambridge Curriculum.
 - c. Collaborate with HOD's & teachers to identify the instructional needs of students.
 - d. Model effective teaching practice and delivery of curriculum, including different or new technologies.
 - e. Develop procedures for teachers to implement curriculum.
 - f. Train teachers and other instructional staff in new content or programs.
 - g. Develop and provide materials for teachers, as necessary.
 - h. Review and recommend textbooks and other educational materials.
 - i. Evaluate the effectiveness of curriculum delivery.
 - j. Coordinate the delivery of schoolwide assessments from Cambridge.
 - k. Coordinate the delivery and scoring of Reading and Writing Assessments.
 - l. Assist teachers with the collection and analysis of data.
 - m. Analyze student data and produce reports for senior leadership personnel, making appropriate recommendations for changes to the instructional program.
 - n. Work with the Head of School to create and implement the school's professional development plan.
 - a. Structure related coaching.
 - b. Identify specific, measurable and attainable benchmarks for teacher and student improvement.
 - c. Promote ESL instructional strategies.
 - d. Facilitate training.
 - o. Participate in the review of planning procedures and documentation.
 - p. Participate in the continued development of report cards.
 - q. Participate in the report card writing and review process.
 - r. Collaborate with the Head of School, or designate in drafting report card standards.
 - s. Keep the school community informed about the curriculum and instructional program through a variety of means.
 - t. Support Year Group Leaders & Heads of Department in their development as leaders
 - u. Support in the development of effective collaborative teams.
 - v. Champion relevant aspects of the teaching and learning section of the strategic plan.
 - w. Assist with other mutually agreed upon tasks as assigned by Head of School, or designate.
2. Communicate effectively:
 - a. Speak clearly, honestly, and respectfully.
 - b. Give and receive feedback to improve performance.
3. Demonstrate stewardship:
 - a. Use all school resources wisely.
 - b. Keep office space clean, neat and tidy.
4. Demonstrate organizational skills:
 - a. Establish well defined routines and procedures for accomplishing duties.
 - b. Maintain accurate records for meetings with teachers.
 - c. Attend all meetings (i.e. staff meetings & parent meetings) consistently and punctually.

5. Build community within and outside the school:
 - a. Support administrators, teachers, and support staff.
 - b. Adhere to school policies and guidelines.
 - c. Meet with staff members to listen, learn, and exchange advice for helping students meet the goals of the school.
 - d. Model and encourage cultural awareness and understanding.

EVALUATION OF PERFORMANCE:

Annually, in accordance with the *EMS Evaluation Policy*.

Proposed: September 10, 2016
Approval Date: February 22, 2017