RUSH COUNTY SCHOOLS

POSITION: Curriculum Coordinator

QUALIFICATIONS: Valid Indiana Teaching License Required
                 Valid Indiana Principal's License Preferred

DESIRED QUALITIES: Experience/Knowledge of the following is preferred:
  ➢ Ability to demonstrate teacher leadership
  ➢ Ability to communicate effectively
  ➢ Ability to work well with various groups
  ➢ Ability to handle multiple tasks simultaneously
  ➢ Strong organizational and technology skills
  ➢ Ability to provide guidance in standards-based instructional, grading, and assessment practices
  ➢ Ability to prioritize tasks as situations arise
  ➢ Desire to learn and remain current in instructional strategies and assessment

JOB DESCRIPTION: The role of Curriculum Coordinator is to build teacher capacity and their understanding of instructional and assessment practices.   The Curriculum Coordinator is responsible for assisting teachers in delivering high-quality instruction in classrooms through meetings, modeling, co-planning, and providing feedback. The Curriculum Coordinator will work with building principals to help meet needs in the area of curriculum.

SPECIFIC DUTIES: Duties will include, but are not limited to the following:
  ➢ Support the instructional development of all teachers in understanding the Indiana Academic Standards, instruction, technology-integration, grading, assessment, and other district initiatives.
  ➢ Provide support and coordination with principals for how curriculum is developed and implemented consistent with district initiatives and recognized best instructional practices.
  ➢ Work with principals to coordinate and facilitate grade level, department, and building meetings.
  ➢ Work with principals to plan professional development for teachers.
  ➢ Work with principals to plan summer school for students.
  ➢ Work with teachers and principals in the selection process of instructional materials and resources.
  ➢ Perform other duties assigned by the Superintendent.

Contracted Days: 195 days
SALARY: Based upon the teacher's contract