

# **CENTER UNIFIED SCHOOL DISTRICT**

**JOB TITLE:** Curriculum Coordinator

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To Plan, organize, and direct the District's instructional/curriculum activities

**SUPERVISOR:** Superintendent

## **TYPICAL DUTIES:**

1. Evaluate existing curriculum; recommend initiation or modification of instructional programs; and develop long range plans for curriculum enhancement.
2. Establish procedures and design programs specifically for curriculum development and related instructional support services.
3. Provide positive leadership in creating opportunities to promote academic improvement of students.
4. Implement curriculum and instructional activities consistent with the assessment of required federal, state, and District programs.
5. Implement curriculum and instructional activities consistent with Student testing, textbooks, and instructional materials.
6. Coordinate district testing programs.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. California State Standards for the Teaching Profession;
2. Appropriate teaching methods;
3. Human development and learning theory;
4. Diagnostic techniques of student learning needs;
5. Methods of assessing student performance;
6. Uses of both standardized and criterion-referenced tests to assess student performance levels;
7. Effective teaching and critical thinking strategies;
8. Teaching methodologies applied to specific curricular areas;
9. District's adopted courses of study;
10. State curriculum frameworks.

**Ability to:**

1. Establish and maintain effective work relationships;
2. Model and discuss appropriate student motivational techniques;
3. Demonstrate appropriate teaching strategies across the District curriculum;
4. Work cooperatively with classroom teachers to improve instruction;
5. Communicate with individuals from varied educational and cultural backgrounds;
6. Direct support personnel;
7. Evaluate student performance;
8. Maintain records;
9. Meet schedules and deadlines;
10. Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
11. Communicate effectively in both oral and written form;
12. Integrate appropriate technology into existing curriculum.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

1. Valid California Teaching Credential;
2. California Administrative Credential or Certificate of Eligibility.
3. Three or more years of successful teaching experience;
4. Experience organizing and conducting professional development activities;
5. TB Test clearance;
6. Drug test clearance;
7. Criminal Justice Fingerprint clearance.

**PHYSICAL CHARACTERISTICS:**

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in-person and telephone conversations;
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations;
4. Sufficient dexterity to write, use telephone and office equipment;
5. Sufficient strength to lift, carry, reach and handle objects;
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.