



COORDINATOR INTERNATIONAL BACCALAUREATE PROGRAMS

GENERAL RESPONSIBILITIES

The coordinator of a curriculum and instruction program is responsible for providing leadership, alignment, coordination, and delivery in the development and improvement of the curriculum program for the school division.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist in the development, revision, and evaluation of the program curriculum.
- Develop, plan, and conduct professional development activities to support program, building, and division goals.
- Develop, update, and account for instructional materials for the assigned program, including but not limited to curriculum guides, textbooks, assessment instruments, and supplemental materials.
- Review and analyze assessment data for the assigned program.
- Coordinate and evaluate all activities and programs that are outgrowths of the program's curriculum.
- Serve as the point person for division-wide initiatives and attend special events to recognize student achievement, program sponsored activities, and functions.
- Prepare and monitor the program's budget.
- Develop short and long-term goals for the program curricular area with an emphasis on K-12 alignment and articulation.
- Support and work collaboratively with administrative and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program throughout the division.
- Assist in the planning and implementation of a systematic method of supervising the instructional program using learning walks, observations, documentations, and follow-up conferences.
- Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques.
- Provide ongoing instructional support and classroom management assistance for continuing contract and probationary teachers.
- Plan and conduct teacher training programs and conferences dealing with new classroom procedures, instructional materials, equipment, and teaching aids.
- Work collaboratively with staff members of Teaching and Learning and other departments, as assigned.
- Work collaboratively with team members and administrative staff of assigned schools to develop, update, and implement annual school service plans or five (5) year plans.
- Serve on a variety of local and state committees, representing the school division in educational projects and initiatives.
- Perform related work, as required.

ADDITIONAL DUTIES FOR ACADEMY/ADVANCED PROGRAMS COORDINATORS

- Communicate the Academy's vision, mission, and goals to all stakeholders.
- Promote the program to prospective students, parents, universities, and community professionals.
- Direct and maintain the day-to-day operation of the academy.
- Conduct staff evaluations and provide immediate feedback on their progress.
- Manage the application and selection process of academy students.
- Counsel academy students and carry out corrective discipline as appropriate.
- Assist in the coordination and supervision of academic and career planning for academy students and their families.
- Review and track student achievement and attendance of students in the academy program.
- Assist in the formation of the academy staff handbook and student information sheets and forms.
- Assist in coordinating transportation for students in the academy program.



KNOWLEDGE, SKILLS, AND ABILITIES

Must possess a thorough knowledge of the principles and practices; of curriculum, instruction, and assessment; comprehensive knowledge of specialty area; knowledge and effective skills textbook selection, curriculum development and budget development. Must have the ability to analyze information and evaluate results to choose the best solution and solve problems; ability to guide and train teachers in effective instructional techniques and strategies; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, teachers, staff and the general public.

EDUCATION AND EXPERIENCE

Required:

Master's Degree in education administration.

Five (5) years of teaching experience.

Certification in Administration and Supervision PreK-12-Central Office Only or Administration and Supervision PreK-12.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, and crouching. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 3/09, 7/20
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