



# SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

## Curriculum Coordinator

### Primary Function

Administer, coordinate, and supervise curriculum, instruction and assessment.

### Organizational Relationships

The Curriculum Coordinator reports to the Assistant Superintendent of Teaching and Learning.

### Qualifications

- Illinois State Board of Education Professional Educator Licensure with administrative endorsement
- Completed all modules of the ISBE Teacher Evaluation training
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality
- Fluency in a second language, preferred

### Performance Responsibilities

1. Lead implementation of strategic plan goals and initiatives related to curriculum, instruction and assessment. Chair and/or participate in District Learning Teams and Implementation Teams.
2. Assist in directing the long-term planning of the educational program.
3. Stay up to date on relevant research about and evidence-based practices in Tier 1 curriculum, instruction, and assessment
4. Ensure that all necessary records are kept and reports are made as assigned.
5. Support building administrators in leading curriculum, instruction, and assessment implementation
6. Assist in the collection and analysis of assessment data for trends related to student growth, curriculum alignment, and instructional implications.
7. Assist with the implementation of the District Assessment Plan as related to curriculum and instruction.
8. Coordinate and lead the on-going review and implementation of the Advanced Learners' Program (ALP)

9. Serve as the lead liaison and primary contact with the Collaboration for Curriculum (CFC) and District 219 to ensure curriculum and strategic goal alignment.
10. Plan professional development opportunities aligned to the District's strategic plan for certified staff.
11. Provide curriculum oversight and support for the Summer Exploration program.
12. Assist in recruitment, selection, and recommendation for hire of general education staff.
13. Supervise and evaluate assigned staff.
14. Coordinate the work of the District's Instructional coaches.
15. Establish and maintain effective work relationships with the administration, staff, parents/guardians, students, and community.
16. Perform other managerial and individual assignments as the Assistant Superintendent may direct.

**Terms of Employment**

12-month position (260 work days) from July 1<sup>st</sup> to June 30<sup>th</sup> with twenty (20) vacation days.

**Performance Evaluation**

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.