

Laramie County School District #2
Fall 2005

Title: Curriculum Coordinator

Qualifications:

1. BA required; MA preferred
2. Minimum of 3 years teaching experience.
3. Knowledge of curriculum and assessment processes.
4. WY teacher certification.

Terms of Employment:

1. 240 days
2. Designated by contract

Reports to: Superintendent

Essential Functions:

Curriculum

1. Develop/revise curriculum maps and/or plans for each curricular area.
2. Ensure standards and curriculum are aligned K-12.
3. Ensure curriculum materials, including textbooks, are determined based on a curriculum audit and student data.
4. Work with curriculum committees, principals, and staff to ensure consistency among buildings and grade levels.
5. Order curriculum texts and materials based on a textbook adoption cycle.
6. Coordinate literacy efforts by working with literacy facilitators and implementing literacy budget.
7. Coordinate Title I, ESL & Literacy Programs.
8. Complete annual needs assessment to determine professional development needs.
9. Set up district training and assist with building specific training which meets the needs identified in the annual needs assessment.
10. Write and submit Professional Development Plan to PTSB.

Assessment

1. Ensure state and district assessments are given per schedule.
2. Ensure district assessments are developed/revised as needed and accurately measure proficiency on standards, determine validity and reliability.
3. Work with WDE to ensure proper administration of assessments and needed feedback of data.
4. Analyze assessment data and provide reports to staff members,

Constituents, Board of Trustees, and the media on student proficiency.

5. Train staff to use assessment data to design and modify instruction.

Body of Evidence (BOE)

1. Revise and submit BOE plan to WDE for review.
2. Work closely with high school principals and counselors to ensure students meet graduation requirements as defined in the BOE plan.
3. Work closely with the Special Services Director, principals and counselors to use BOE information to determine students who need supplemental services.
4. Work with the data specialist to ensure BOE and graduation requirements are appropriately documented for each student.