

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Curriculum Coordinator
Reports To:	Assistant Superintendent
Position Status :	205 day Administrative contract
FLSA Status:	Exempt
General Description:	Lead, coordinate and develop the Districts K-12 curriculum and instruction efforts, with an emphasis on K-5 content areas. The coordinator works collaboratively with department supervisors, subject leaders, grade level chairs, and building administration to ensure articulation across the District.
Qualifications:	<ol style="list-style-type: none"> 1. Valid Ohio Administrative License 2. Master degree in Curriculum and Instruction – with an emphasis in Elementary curriculum development 3. Demonstrate Leadership in curriculum and Ohio School Law 4. Successful experience as a teacher and/or administrator 5. Proficient in computer skills-specifically excel, presentation and application 6. Experience providing professional development to adults 7. Must be able to interact and work collaboratively with all District stakeholders 8. Grant writing experience preferred 9. Good Health, High moral character and good attendance record 10. Additional qualifications the Board of Education may acquire
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, and appropriate areas of school and District property and facilities 2. Strong communication and interpersonal skills 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner 4. Able to work successfully with students, parents, teachers, administrators, school staff, and the community 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Administer curricular and instructional programs in accordance with district policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law 2. Direct and provide instructional leadership to the District's academic program 3. Assist with the assignment, supervision, and evaluation of appropriate instructional and support personnel 4. Provide leadership and administer the work of the District's Local Professional Development Committee (LPDC) 5. Work collaboratively with building principals to vertically align instruction delivery and program changes including strategies for Gifted, ESL and coordination with Special Education 6. Work collaboratively with building administrators and staff to develop and promote professional development that ensures a high level of instruction including, as necessary, Modeling lessons and 	

<p>assisting with planning and mapping of essential learning targets</p> <p>7. All other duties as assigned</p>
<p>Other Professional Expectations:</p>
<ol style="list-style-type: none"> 1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings 2. Instill in students the belief in and practice of ethical principles and democratic values 3. Keep up-to-date and knowledgeable of educational issues and curriculum and instruction-related matters 4. Perform other job functions as assigned
<p>Additional Working Conditions:</p>
<ol style="list-style-type: none"> 1. Occasional travel and/or evening/weekend work 2. Occasional exposure to blood, bodily fluids, and tissue 3. Occasional operation of a vehicle under inclement weather conditions 4. Occasional interaction among unruly children
<p>The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.</p>