

TITLE: Elementary Curriculum Coordinator

QUALIFICATIONS: Valid NJ Teacher Certificate with Elementary Endorsement.
Prior Successful teaching experience at the elementary level.
Positive communication and interpersonal skills.
Successful experience in administering and interpreting standardized tests at the elementary level.
Knowledge and experience with the coordination of district curricula at the elementary level.
In-depth knowledge and understanding of the NJ Core Curriculum Content Standards at the elementary level.
Demonstrated excellence in effective teaching methods and developmentally appropriate classroom activities and success in working cooperatively with school staff to accomplish all goals.
Experience in selecting textbooks, supplies, equipment and software for the elementary grades.

REPORTS TO: Superintendent of schools

TERM: 10 Months

RESPONSIBILITIES INCLUDE:

1. Coordinate the efforts of the elementary school staff in the horizontal and vertical articulation of the curriculum among and between grade levels.
2. Ensure consistency between the NJ Core Content Standards and the curriculum at the elementary grade levels.
3. Assist in the planning and coordinating of staff development programs at the elementary grade levels.
4. Meet frequently with elementary teachers to interpret and help implement the district's curriculum.
5. Serve as a consultant in the selection of instructional supplies, textbooks, equipment and technology for the elementary schools.
6. Guide the development, implementation and assessment of the district's elementary curriculum.
7. Keep well informed about developments in elementary curriculum and provide recommendations regarding same to the Superintendent
8. Create and edit elementary curriculum guides.

9. Maintain a curriculum library of materials for elementary teachers.
10. Participate in proposed and on-going curriculum development projects for the elementary grades.
11. Implement, oversee and coordinate all curriculum appraisal activities as per the district's schedule.
12. Make recommendations to the Superintendent regarding the budget for the elementary curriculum.
13. Complete records, reports, and forms related to district curriculum, assessment, and program initiatives as required by federal, state or local mandates.
14. Feature the elementary programs and activities to various community groups, the Board of Education, administration, and staff.
15. Facilitate staff meetings as needed at the elementary level to ensure curriculum articulation.
16. Prepare publicity and public relations documents for newsletters and other correspondence which showcase the district's elementary programs on a regular basis.
17. Conduct in-service for elementary teachers related to all and any testing requirements.
18. Collaborate with principals and the elementary school staff in developing and /or revising comprehensive curricular at the elementary level.
19. Meet with principals of the middle and high schools to ensure curriculum integration and facilitation when necessary.
20. Oversee, implement and maintain the district's Title One program.
21. Plan and facilitate all nightly Parent Workshops.
22. The planning, coordinating, and implementing of a comprehensive school-wide literacy program which facilitates learning.
23. Coaching teachers in all curriculum areas on how to enhance student's literacy skills.
24. Maintaining a collection of professional and reading/learning materials related to reading and which reflect current research.
25. Complete state and federal reports as needed.
26. Create and maintain a curriculum webpage which showcases the district's focus on balance literacy.
27. Take part in professional development programs with district's literacy consultant.
28. Perform such other tasks and assume such other responsibilities which may, from time to time, be assigned by the Superintendent.