

JOB DESCRIPTION

CURRICULUM COORDINATOR

The Curriculum Coordinator ensures the faculty has the resources and support they need to promote students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing environment. The Curriculum Coordinator oversees school-wide testing and ensures that CFCI meets mandated educational requirements.

Reports to: CFCI Director

Supervises: None

Desired Education: M.A. of Education, Curriculum and Instruction or related field

Years of Experience: 5 - 8 years of classroom and Administrative experience
with demonstrated knowledge of inquiry based teaching

Position Type: 11 month, full time

Salary Range: \$51,000 - \$65,000

The Curriculum Coordinator will

- Actively participate in the CFCI Administrative Team and follow through on assignments
- Sign and commit to CFCI's professional conduct policy and confidentiality agreement
- Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members
- Serve as back up for any discipline situations that a teacher cannot immediately handle
- Attend faculty meetings
- Serve on appropriate Board Committee(s) as designated through Administrative Team
- Attend school wide events whenever possible
- Attend CFCI Board meetings when appropriate
- Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Team
- Ensure all instructional decisions are in line with North Carolina's Standard Course of Study, CFCI's vision inquiry-based, integrated curriculum and CFCI's Social Curriculum.
- Stand in as LEA designee in IEP meetings as needed by EC Director.

Curriculum Support

- Research instructional strategies and resources for ongoing professional development, teacher growth, and effective classroom management
- Visit classrooms frequently for collaborative approach to instructional support; be familiar with each teacher's curriculum plan or current unit of study
- Respond to requests for student observations
- Examine classroom data reports and collaborate with teachers to create "CFCI appropriate" instructional plans and strategies for student growth.
- Improve student academic performance by facilitating school-wide and individual long range plans for instructional services based on the NC Standard Course of Study, inquiry based instruction and/or appropriate instruction based on students' needs
- Facilitate the effective implementation of CFCI's social curriculum
- Collaborate with appropriate personnel or the Partnership to provide school-wide opportunities for enrichment, i.e.: sex education classes, cultural arts assemblies, etc...
- Coordinate faculty feedback and communication about faculty initiated pilot instructional programs with the CFCI Board.
- Facilitate the development, implementation and updating of consistent methods for and documentation of assessment of student academic progress for both lower grades and middle grades
- Facilitate creating weekly schedule with special area teachers and faculty
- Assist special area teachers in coordinating school wide events as needed (i.e.: Field Day, Holiday Music Extravaganzas, etc...)
- Serve as the program administrator for TeacherEase or other grading program (i.e.: create classes, assessment lists, set data input deadlines, print reports...)
- Serve on the school Technology Committee and play an integral role in developing the school Technology Plan, providing Technology Staff Development, etc.
- Serve on the Curriculum Policy board committee
- Collaborate with EC Coordinator and Guidance Counselor to effectively hold Response To Intervention (RTI) Tier 1 and Tier 2 meetings.

Personnel

- Provide support for substitute teachers.
- Provide support to teachers during creation of Personal Inquiry Projects (PIP) as needed.
- Collaborate with Director to provide state mandated support for Beginning Teacher (BTs).
- Provide support for faculty members pursuing National Board Certification.
- Ensure CPR training for appropriate staff

Communication

- Create binder of weekly faculty newsletters; make binder available in common area for CFCI for parents, board, faculty and staff to view.
- Attend Charter school conferences and other workshops as appropriate; provide written reports for faculty and Support Team conveying information gathered at the meetings.

Testing:

- Coordinate all state and local testing
 - Order and maintain appropriate number and type of testing supplies (calculators, protractors, rulers, pencils, etc...)
 - Obtain and finalize testing data for student numbers and class sizes through Business Manager Coordinator/Acadia (DOB, SS#, Ethnicity, etc...) to be used for test input
 - Maintain accurate records of EC students' testing accommodations
 - Create scheduling and room placement of students
 - Coordinate administrators for each test and class
 - Recruit and ensure proctors for each test and class
 - Make special accommodations for the EC pullout students (testing space, proctors, and administrators)
 - Maintain steady flow of information amongst staff, faculty, parents and students of upcoming tests
 - Create informational handouts for faculty for each test (including testing time, test administrators guidelines, highlights of special codes)
 - Count and sort test materials as they arrive from DPI for accuracy
 - Count and sort test materials for classrooms, EC and Extend2 pullouts
 - Collect and sort completed testing materials and check for accurate count
 - Coordinate answer sheet student data verification process
 - Drive tests to Dixon to be scanned (End of Grade & End Of Course Tests)
 - Properly package and return all appropriate testing materials in allotted time frame
 - Attend testing meetings in Dixon with RAC; document/share information conveyed at these meetings to CFCI community as appropriate
 - Stay current with testing information presented on TNN website (Testing News Network); document information and share information conveyed on website for CFCI community as appropriate
- Complete state/federal reports relative to testing and others as assigned
- Analyze results of test data; communicate results to Support Team, faculty, parents and Board
- Create yearly test score binder

Administrative:

- In collaboration with the Human Resources Coordinator, update the Faculty Handbook yearly.
- Coordinate school picture program

Professional Development

- Serve as Administrative Team member on Life Long Learning Committee
- Coordinate onsite professional development activities
- Collaborate with Human Resources Coordinator to monitor CEU credits and other license requirements