

**Instructional Coordinator
Math
Job Description**

Purpose: To help teachers translate curriculum goals and objectives into meaningful learning experiences for all students in the district.

Responsible to: Director of Student Learning

Salary: Annual Contract

Date: February 2006

Qualifications:

1. Current Kansas State Teaching Certificate.
2. Master degree preferred.
3. Three years certified teaching experience.
4. Such alternatives to the above qualifications as the board finds appropriate and acceptable.

Essential Functions:

1. Provide professional leadership in curriculum design and instructional delivery.
2. Communicate effectively with district staff.
3. Support and enhance the development of student assessments.
4. Support and enhance the infusion of technology into classroom instruction throughout the district.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasional stooping, bending and reaching.
3. Requires some travel.
4. Must work in noisy and crowded environments.

General Responsibilities:

1. Meet with teachers to interpret and help implement the district's curriculum.
2. Take a lead role in recommending software and instructional technologies for classroom use.
3. Assist teachers at their request in organizing classrooms for effective learning.
4. Assist in the construction and evaluation of classroom assessments.
5. Serve as a consultant in the selection of instructional supplies, equipment and textbooks.
6. Assist in the planning and conducting of workshops and other inservice programs to

- help raise the level of instructional performance.
7. Recommend ways in which the curriculum can be adjusted to meet the special learning needs of exceptional children.
 8. Participate in proposed and ongoing curriculum development projects through K-12 review.
 9. Serve at the request of principals as advisor and special consultant to teachers.
 10. Engage, as assigned, in research related to curriculum development.
 11. Assist with the creation of edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
 12. Provide staff leadership to ensure understanding of and promote the educational objectives of the district, and plans and administers programs of inservice educational activities for instructional personnel.
 13. Assist in reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
 14. Support building improvement teams in creating documents for QPA/NCA.
 15. The coordinator shall assist the Director of Student Learning with state assessments by:
 - a. Secure necessary materials.
 - b. Plan and implement training for building principals and test administrators.
 - c. Ensure that each building principals are trained in the implementation of procedural modifications used during test administrations.
 - d. Train test administrators to ensure the need for test modifications are documented and that modifications are limited to the specific need.
 16. Research best practices.
 17. Technology integration.
 18. Provide assistance to teachers for meeting instructional needs of ESL students.
 19. Communicate federal, state, and district expectations/requirements.
 20. Implementation of mentor/mentee program.
 21. Attend curricular state meetings as required.
 22. Liaison to staff in communicating federal, state, and district expectations/requirements
 23. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
 24. Other duties as assigned by the Director of Student Learning which are consistent with the general requirements and qualifications for the position.