

Job Profile: Curriculum Coordinator (secondary role)



Description

The curriculum coordinator provides guidance and leadership, while working with teachers and administrators, in the development, assessment, and implementation of the Dalat International School (DIS) PK-12 curriculum. The curriculum coordinator is responsible for preparing and managing a budget, communicates in various ways with members of the DIS community, and represents the school in different regional capacities. Curriculum coordinator is a secondary role fulfilled in addition to a primary full-time position.

Performance Areas

- A. **Vision and Leadership:** Collaborates with administrators, teachers, and accrediting agencies in the maintenance, assessment, and improvement of an integrated, relevant, and challenging American PK-12 curriculum.
- B. **Interpersonal Relationships:** Effectively works with and motivates teachers to complete curriculum tasks.
- C. **Organizational Management:** Organizes and leads curriculum task forces when required.
- D. **Fiscal Management:** Develops and manages the curriculum coordinator budget.
- E. **Communication:** Communicates with the school director, teaching staff, newly hired teachers, and the general school community.
- F. **Public Relations:** Represents DIS at EARCOS functions and as part of annual WASC/ACSI accreditation teams working in the region.
- G. **Professional Development:** Demonstrates a passion for improving his or her skills for the position.
- H. **Other:** Performs other tasks as needed.

Task Inventory

This is a general list of most tasks and activities that the curriculum coordinator is typically responsible for over the span of an academic year.

Vision and Leadership:

- Collaborates with the administrators to set and implement new curriculum initiatives.
- Collaborates with the administrators in setting the direction for teacher in-services, workshops, and division discussions to assess and improve the current curriculum.
- Works with teachers to improve the current curriculum, specifically in the areas of biblical integration, alignment with McREL standards and benchmarks, incorporation of the ESLRs and cooperative learning strategies.
- Works with teachers in the routine maintenance, effective delivery, and assessment of the current curriculum.
- Implements the textbook replacement cycle as well as written curriculum policies.
- Insures that accreditation standards for curriculum are maintained and develops plans to address needed improvements in curriculum documented by accreditation agencies.

Interpersonal Relationships:

- Uses strong social skills to work in group settings dealing with curriculum tasks.
- Effectively works with and motivates teachers to complete curriculum tasks.

Organizational Management:

- Organizes and leads curriculum task forces as needed.

Fiscal Management:

- Develops and supervises the use of a curriculum coordinator budget.

Communication:

- Effectively initiates and maintains two-way communication between administrators and teachers on curriculum issues.
- Insures that all public curriculum documentation, either as hard copy or web-based materials, is current and easily available.
- Provides curriculum support and resources for newly hired DIS teachers.
- Consistently communicates with the school director and prepares written updates on curriculum as requested by the school board.

Public Relations:

- Attends the annual EARCOS administrators conference;
- Actively participates in the EARCOS curriculum coordinators listserv;
- Represents DIS every year as a member of a regional accreditation (WASC/ACSI) team.

Professional Development:

- Uses DIS professional development resources to attend curriculum-related EARCOS workshops.

Reports To

The School Director

Qualifications

Required qualifications of the curriculum coordinator include the following:

- Member of the DIS teaching staff;
- Strong organization and communication skills;
- Current teacher and/or administrator certification;
- 3 years of practical teaching experience.

Preferred qualifications of the curriculum coordinator include the following:

- M.A./M.S. in curriculum and/or 3 years of curriculum coordinator experience;
- Experience using cooperative learning structures;
- Knowledge and experience with the accreditation process;
- Previous teacher and/or administrative experience at an international school;
- Proven administrative skills and leadership ability;
- Ability to facilitate collaboration across school divisions and content areas.

(Changes to this job profile must be submitted to the director for approval.)