



### **Curriculum Coordinator Job Description**

The position of Curriculum Coordinator reports directly to the Superintendent who has overall responsibility for the provision of efficient and effective services to students. Under the direction of the Superintendent, the Curriculum Coordinator will provide leadership, direction, expertise, and management in the areas of instruction, curriculum and assessment.

#### **Responsibilities:**

##### **Curriculum and Instruction:**

- Assist the Superintendent to plan, develop, coordinate, implement, review and evaluate curriculum, instruction and programs to provide leadership in the area of school-based curriculum development, implementation and review.
- Provide leadership for divisional numeracy initiatives and divisional numeracy ad hoc committees.
- Prepare a divisional literacy and numeracy action plan to guide the work of the schools to improve student performance in the areas of literacy and numeracy.
- Coach school administrators on implementation and monitoring of curriculum, instruction, and assessment.
- Keeps abreast of general developments in the field of curriculum and brings to the attention of the Superintendent, principals, and teachers those of significance for the school division
- Provides direction as required to principals with the implementation of K-12 curricula.
- Assist the Superintendent to plan, develop, coordinate, implement and review instruction, curriculum and assessment policies, regulations, procedures, and forms.
- Assist the Superintendent to conduct research and gather, analyze and report on data related to instruction, curriculum and assessment.
- Direct, coach and mentor school administrators and teachers on curriculum, instruction and assessment, including selection of materials and resources.
- Manage and coordinate instructional databases (*e.g. Powerschool*) in collaboration with the Superintendent and Secretary-Treasurer.
- Lead, manage and train staff regarding technological reporting requirements related to PowerSchool.
- Plan and chair divisional curriculum team meetings.
- Represent Park West on the Divisional Professional Development Committee and to work closely with this committee in planning meaningful professional development experiences for teachers.
- Represent Park West on the Martin Family Initiative implementation team.



### **Assessment**

- Coordinates K – 12 student assessment policies, procedures, and practices that support divisional priorities.
- Provide leadership in coordinating the participation of Park West teachers and students in authentic assessment strategies consistent with new curricular expectations.
- Facilitate professional development opportunities to ensure that teachers are informed regarding current student assessment theory.
- Provide training for teachers in the consistent administration and interpretation of assessment tools.
- Oversees and completes divisional student literacy and numeracy assessments. Compile and analyze the divisional assessment results and provide data summaries for the Division and individual schools.
- Work with individual schools to use school-specific assessment data to inform planning and instruction.
- Oversees and facilitates divisional participations in the provincial assessments for Grade 3, Middle Years, and Grade 12.
- Monitors student achievement in divisional common examinations for Grades 9 – 12.
- Oversees and completes divisional student achievement reports on the Grade 3 Provides, upon request, background material, statistics, student achievement and program data for reports to the Board of Trustees.
- Plan and chair divisional curriculum and assessment team meetings.

### **Professional Development Leadership**

- Be current in developments in pedagogy, and regularly attend educational conferences and workshops related to instruction and curriculum.
- Liaise with instruction, curriculum, and assessment coordinators/directors in in Manitoba.
- Ensure Superintendent, school administrators and teachers are aware of developments in pedagogy and trends in instruction, curriculum, and assessment.
- Assist the Superintendent to plan and coordinate divisional and school based professional development
- Facilitate Grade group and subject area meetings for teachers.
- Work with the PD Committee Chair to allocate the budget for additional PD funds.
- Coordinate divisional involvement with the Manitoba Rural Learning Consortium.
- Facilitate divisional involvement with provincial curriculum and assessment groups (ELA pilot groups, Learning Sprints, etc).



### **Financial Accountability**

- Provide information and recommendation to the Superintendent and Secretary Treasurer to develop the instructional, curriculum and assessment budgets.
- Manage and administer the divisional approved curricular supplies and services budgets.

### **Other**

- Recommend policy development and/or policy revisions that programs and assessments align with divisional plans
- Provide liaison with Manitoba Education and other agencies in the area of curriculum, professional development, and assessment.
- Prepares and submits reports as required by the Superintendent/CEO and/or Board of Trustees
- Perform other duties as assigned by the Superintendent.

### **Terms of Employment**

- In Scope – Teacher Collective Agreement