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**TITLE:** CURRICULUM AND INSTRUCTION COORDINATOR

**QUALIFICATIONS:**

1. Bachelor's degree in job related area
2. Maintain a valid teaching and/or administrative license
3. A minimum of three years teaching and/or administrative experience
4. Knowledge and understanding of the Mississippi College and Career Readiness Standards
5. A commitment to the DCPC program goals

**REPORTS TO:** Superintendent and DCPC Liaison

**SCOPE OF WORK:**

The Curriculum and Instruction Coordinator will lead in the development and maintenance of a curriculum that meet the needs of all children in grades Pre-K through 12. In this role, the coordinator will support the school administrators and teachers in development, implementation, and evaluation of curriculum and instruction. To ensure academic rigor is present in all classrooms the Coordinator will create a local assessment program that includes, but is not limited to, assessment calendar, ongoing formative assessment, summative assessments, and other assessment related tasked for the district. Communicate with the Hollandale School District (hereafter HSD), Deer Creek Promise Community (hereafter DCPC), and other community stakeholders about the curriculum. This individual will lead and coordinate the school district professional development plan and support administrators with teacher growth plans.

**JOB GOAL:** Provide training, support, and coordination of activities to the school and/or district in the implementation of state-aligned assessments and curriculum

**PERFORMANCE RESPONSIBILITIES:**

1. Follows all Hollandale School District, DCPC, and Mississippi Code policies and procedures.
2. Work collaboratively with all HSD and DHA staff.
3. Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality with reports and communications, grades, records, and in reporting to work; performs assigned duties; strives to meet school goals; commands respect by example in appearance, manners, behavior, and language).
4. Work with teachers, academic coaches, and administrators to analyze student assessment data and design action steps to increase student achievement.
5. Develop an assessment calendar and ensure teachers develop and implement assessments that align with said calendar.

6. Work with teachers and academic coaches to develop formative assessments that align with the Mississippi College and Career Readiness Standards.
7. Lead and coordinate the HSD Professional Development Plan, ensuring that all teachers and administrators understand the HSD curriculum and instructional strategies.
8. Support administrators with teacher growth plans.
9. Engages in classroom observations and provides teacher with timely, precise, and meaningful feedback.
10. Reports to the HSD Leadership Team and Deer Creek Promise School Liaison.
11. Engages in professional development to advance knowledge and skills.
12. Leads in the development and maintenance of a positive coordinated educational program designed to meet the needs of all children.
13. Guides the administration team through the development, implementation, and evaluation of curriculum and instruction.
14. Assumes responsibility for design and implementation of local system of assessment to include data gathering analysis.
15. Designs and implements feedback from staff, parent, student, and community members regarding curriculum and instruction.
16. Reports annually to the Superintendent and local school committees the curriculum and staff development needs of their schools.
17. Assists in keeping the community informed about the curriculum and instructional programs for professional personnel.
18. Guides development, implementation, and evaluation of orientation and in-service training programs for professional personnel.
19. Works with building principal in the improvement of individual staff competencies.
20. Frequently visits each school to observe classroom instruction and to encourage, guide and support the faculty and principals in working toward achieving the learning results in K-8.
21. Assumes responsibility for teacher certification process.
22. Responsible for collecting, assessing, and reporting teacher certification and highly qualifies status.

**DELIVERABLES:**

1. Assessment Calendar
2. Assessments
3. Lesson Plans
4. Unit Plans
5. Meeting Minutes and Sign-in Sheets
6. Professional Development Materials
7. Observation Feedback and Coaching Logs
8. Weekly Work Log

**TERMS OF EMPLOYMENT:** Salary and work year established by Hollandale School District

**EVALUATION:** Performance of this job will be evaluated biannually by the Superintendent and DCPC Liaison

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