



COORDINATOR – CURRICULUM AND INSTRUCTION

SUMMARY/SCOPE/GOAL

To plan, direct, and review the activities and operations of the curriculum and instruction department, including planning, developing, and implementing school improvement goals and the district strategic plan. Coordination of district programs, staffing, and resources to support continuous school improvement.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Masters' Degree from an accredited educational institution.
- Minimum of three (3) years' successful experience in an educational setting.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Florida Teach Certification or certification in another appropriate field.
- Certified in Educational Leadership, Administration and Supervision or Administration by the state of Florida.
- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate and implement professional development with an emphasis on curricular resources and instructional strategies.
2. Develop and maintain budgets for department projects aligned with district strategic goals.
3. Evaluate and recommend programs to increase student achievement outcomes.
4. Supervise and evaluate teachers and support personnel, as necessary.
5. Conduct in-services and trainings for district and school-based personnel related to policies, procedures, best practices, curriculum, data input, collection, and disaggregation.
6. Compose manuals for efficient operation of curriculum and instruction functions.
7. Monitor data on programs for implementation and return on investment.
8. Manage and coordinate procedures to ensure compliance with district policy and state statutory language.
9. Other duties as assigned commensurate with skills and abilities of position.
10. Travel to multiple work locations.

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OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of federal rules and guidelines pertaining to federal projects, state projects, and school board rules and regulations. Knowledge of evaluation procedures and data analysis. Ability to direct and oversee large scale projects. Ability to manage multiple priorities. Ability to keep abreast of latest technologies required in the accomplishment of job. Ability to plan and manage a budget. Ability to communicate effectively with the public, all levels of school district personnel and parents. Ability to maintain effective working relationship with other employees. Ability to travel within and outside of Brevard.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

May use smart boards, tablets, Bunsen burners, chemical lab hoods, other classroom lab equipment, gym equipment, etc. that may be grade and subject specific. May use scales and/or equipment for the purposes of aptitude, skills, and/or behavioral diagnostics for the purposes of evaluating student performance within the prescribed parameters of their specific position.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Potential for exposure to bodily fluids and/or potential for violence/physical altercations.

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Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Curriculum	DEPARTMENT:	Curriculum & Instruction
TITLE CODE:	C2464	CONTENT BY:	Assistant Superintendent Curriculum & Instruction
GRADE:	24	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Director Professional Standards & Labor Relations
LAST BOARD APVD:	4/9/24	CLASSIFICATION:	Assistant Superintendent Human Resources Services
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	3/20/2024	Developed	Tara Harris - Assistant Superintendent Curriculum & Instruction
1.1	4/9/24	Board Approved	Board

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.