



Job Description

Curriculum Coordinator

2-Year Employment Contract

Start Date: July 21, 2025

SUMMARY: The Curriculum Coordinator will provide daily leadership and future vision in the continual planning, development, refinement, implementation, review, and evaluation of the school's K-12 curriculum. Working in conjunction with the section principals and the EAL Coordinator, the Curriculum Coordinator will support the alignment of instruction, assessment, and resources to the guaranteed curriculum.

Reporting directly to the School Director, the Curriculum Coordinator ensures the curriculum reflects the Vision and Mission of the school as expressed in the Schoolwide Learning Outcomes and Global Competencies.

Minimum Qualifications

- Current teaching credential
- Master's Degree in Education
- 10 years teaching experience
- 3 years' experience as Curriculum Coordinator or similar role
- Broad and deep knowledge and understanding of Common Core and AP frameworks
- Familiarity with the *Understanding by Design (UbD)* unit plans (Wiggins & McTighe)
- Digital fluency in *Google Workspace for Education*
- Ability to use multiple technologies for communication and data analysis

Essential Responsibilities

1. Review and revision of the Curriculum Cycle, to include leading the Resource Adoption Process and maintaining resource inventory
2. Development and Implementation of Annual Curriculum Review process
3. Oversee external and internal assessment, to include MAP, HMH, SAT, AP, and Semester Examinations
4. Ongoing review and revision of UbD unit plans
5. Coaching teachers in the understanding and implementation of UbD unit plans
6. Overseeing Curriculum Faculty Leadership Team in developing and revising Course Goals and Descriptions as well as developing Department Philosophy Statements
7. Review and revision of the three sections' Programs of Study
8. Managing student and teacher digital resource accounts
9. Member of the Schoolwide Action Plan team
10. Member of the "Data Team" to inform curricular and instructional decisions
11. Other duties commensurate with responsibilities as assigned by the School Director
12. Advancing creative ideas toward meeting the learning needs of *"today's students for tomorrow's world"*