

# **GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**Job Title:** Coordinator of Instructional Services Math/Science

**Wage/Hour Status:** Exempt

**Reports to:** Executive Director for Curriculum & Instruction

**Pay Grade:** Admin. 4 (226 Days)

**Dept./School:** Central Administration Office

**Date Revised:** 04/27/2021

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### **Primary Purpose:**

Evaluate and provide leadership for the overall instructional program of the district. Share responsibility for the effective and efficient operation of the Curriculum and Instruction Department, which includes curriculum and staff development with an emphasis in Mathematics and Science.

### **Qualifications:**

#### **Education/Certification:**

Master's degree in education administration preferred

Mid-management certification preferred

#### **Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Ability to develop a curriculum system that is self-renewing

Ability to develop a relevant targeted staff development system

Ability to develop systems to evaluate instructional programs, teaching effectiveness and student learning

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Strong communication, public relations, and interpersonal skills

#### **Experience:**

Three years experience as a classroom teacher

Three years experience in instructional leadership roles

Extensive experience in facilitating, implementing, and training teachers

### **Major Responsibilities and Duties:**

#### **Instructional and Program Management**

1. Direct instructional and curriculum services to support campus staff in meeting students' needs.
2. Develop and/or implement a system for appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
3. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
4. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
5. Plan the necessary time, resources, and materials to support accomplishment of education goals.
6. Administer a district benchmark process.



7. Facilitate the evaluation and selection of instructional materials by appropriate staff.
8. Facilitate the appropriate use of technology in the teaching-learning process.
9. Develop an effective system for staff development that incorporates the mission of the district, program evaluation outcomes, and input from teachers and others.
10. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
11. Ensure that plans for areas of responsibility are developed using collaborative processes and problem-solving techniques when appropriate.
12. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
13. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instructional program effectiveness.
14. Facilitate campus operations through support and coordination of instructional leadership activities of campus principals.
15. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives.
16. Ensure that course description guides are revised annually in a timely manner.

#### **Policy, Reports, and Law**

17. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
18. Compile, maintain, and present all physical and computerized reports, records, and other documents required.

#### **Budget**

19. Administer the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently.
20. Compile budgets and cost estimates based on documented program needs.

#### **Personnel Management**

21. Evaluate job performance of Instructional Technology Specialists to ensure effectiveness.

#### **Communication**

22. Provide for collaborative communication with principals, teachers, staff, parents, and community.
23. Handles and communicates student data in a highly secure and confidential manner.
24. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
25. Monitor professional research and disseminate ideas and information to other professionals.



**Community Relations**

- 26. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
- 27. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- 28. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

**Other**

- 29. Follow district safety protocol and emergency procedures.
- 30. Perform other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of instructional technology specialists and support staff in the curriculum department.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.