



QUALIFICATIONS FOR
CURRICULUM COORDINATOR, K-12

TRAINING

- Required: -Any credential(s) authorizing services as a coordinator in a unified school district
- Preferred: -Master's Degree
-Specialized preparation in areas of curriculum including writing across the curriculum, LEP, GATE and staff development

EXPERIENCE

- Required: -Three years of experience in education
- Preferred: -Experience as a regular classroom teacher in more than one level
-Experience in the administration, supervision or coordination of curriculum projects, LEP education, planning and presenting staff development programs

OTHER QUALIFICATIONS

- Knowledge of: -Curriculum planning and developing
-Teaching techniques and methods appropriate to the delivery of the core curriculum to all students
-Effective instructional materials and learning strategies
- Ability to: -Communicate well, both orally and in writing
-Establish and maintain cooperative and effective working relationships
-Assist in establishing and maintaining a high level of teacher and student effectiveness
-Maintain records and prepare reports
-Learn and execute the current laws and regulations regarding the operation of LEP and GATE programs

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
CURRICULUM COORDINATOR, K-12

PRIMARY FUNCTION

The Curriculum Coordinator, K-12 is a staff position responsible for the coordination of curriculum projects, LEP, GATE and staff development.

Duties and Responsibilities

The Coordinator:

1. Assists with and/or directs specific K-12 curriculum projects as assigned;
2. Presents in-service for teachers and administrators and assists with other staff development activities;
3. Assists assigned Mentor Teachers and helps in the coordination of projects;
4. Provides assistance in the preparation for CAP and alternate approaches to assessment;
5. Provides assistance on strategies which improve writing across the curriculum;
6. Coordinates the 7-12 LEP Program;
7. Coordinates the LEP portion of the CCR K-12;
8. Ensures that the objectives of the District-adopted program for GATE students are implemented and records maintained in grades K-12;
9. Coordinates placement, admission, participation and dismissal activities for students in GATE programs;
10. Assists schools with GATE classes in the development of curriculum, selection of materials and adherence to State regulations;
11. Selects, assigns, in-services and evaluates all assigned personnel;
12. Establishes, distributes and expends within budgetary restrictions, financial resources under his/her assigned classifications;
13. Assists the supervisor in carrying out other duties and responsibilities as directed;

14. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
15. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.