



Coordinator-Curriculum & Instruction

Job Description			
Position:	Coordinator-Curriculum & Instruction	Date Created:	1/20/2025
Department:	Administration	Job Type:	Full-Time, 12 month
Reports To:	Chief Education Officer	FLSA Category:	Exempt
Placement Schedule:			

POSITION SUMMARY:

Under the general supervision of the Chief Education Officer, the Coordinator-Curriculum & Instruction evaluates and provides leadership for the overall instructional program of the organization. This role is responsible for the effective and efficient operation of the Curriculum and Instruction Department, including curriculum development, implementation, and compliance with state and federal statutes and rules.

KEY RESPONSIBILITIES:

- Directs a system-wide program of curriculum and instructional planning, review, articulation, development, and evaluation.
- Directs the curriculum and instruction staff in designing, implementing, and maintaining a quality instructional improvement program, recognizing the importance of supporting schools' programs and activities.
- Coordinates the selection of hardcopy and digital instructional materials throughout the organization, makes use of faculty committees as necessary, and recommends those selected to the CEO for adoption.
- Approves the purchase of all curriculum and instructional materials as directed by the CEO and CFO.
- Works with the CEO, principals, instructional specialists, and teachers in developing overall school procedures, school curricula, and the formulation of a philosophy and objectives for the instructional plan, with major responsibility for curriculum and instruction.
- Oversees the development and timely revision of the organization's curriculum aligned with state regulations.
- Facilitates the development, implementation, review, and evaluation of the organization's five-year strategic plan.
- Facilitates the organization's accreditation process and ensure that evidence is maintained that establishes that the organization and schools have longitudinal data and evidence of established systems.
- Develops and maintains a system for monitoring student progress data, including school-wide diagnostic screening as required by regulation and other data focused on improving student progress in learning the state curriculum.
- Provides leadership in the development and monitoring of the general education system of Response-to-Intervention methods and processes (MTSS).
- Manages the FCPCS Evaluation System. Keeps up to date with state and federal regulations pertaining to the evaluation of teaching and administrative staff and collaborates with administrative staff in developing and implementing a system-wide program of teacher evaluation in accordance with applicable laws.
- Manages the development of a professional development program for staff and school improvement aligned with state and federal regulations (Title II plan).
- Supports all aspects of the organization's instructional and curricular integration of technology.

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- Assists the CEO and CFO in managing, implementing, and monitoring federal, state, and other grants.
- Studies, evaluates, and recommends instructional materials, teaching methods, programs, evaluations, and data monitoring methods to the CEO.
- Provides leadership in the development of the K-12 instructional program, specifically methods of teaching, for all areas of the curriculum.
- Assists in the development and implementation of the organization's in-service education program for the instructional staff.
- Schedules and organizes grade level and departmental meetings to affect horizontal and vertical continuity and articulation of the instructional program of the organization's schools.
- Coordinates the new teacher orientation, induction, and mentoring programs.
- Plans and presents meetings as required to communicate the school's educational program to the board of directors, the parents, and the public.
- Maintains curriculum resources for the staff, including materials such as state DOE-provided information, informational articles, samples of various instructional materials, textbooks, and curriculum guides.
- Keeps abreast of and interprets to the staff the current research and state requirements in curriculum and instruction.
- Conducts classroom observations and provides supervision/evaluation of teachers and noncertified staff as assigned by the CEO.
- Assists in the development and coordination of the sections of the budget that pertain to overall programming and staffing, with specific emphasis on curriculum and instruction.
- Administer the curriculum and instruction budget and ensure that programs are cost-effective and funds are managed prudently.
- Compiles budgets and cost estimates based on documented program needs.
- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the curriculum and instruction area.
- Compiles, maintains, and presents all physical and computerized reports, records, and other documents required.
- Takes action to ensure that the organization complies with all rules, laws, and Board policies related to curriculum and instruction.
- Assists in recruiting, screening, hiring, training, and assigning instructional personnel.
- Assumes responsibility for reviewing and evaluating results of the organization's testing programs and for other evaluative measures used by the schools.
- Performs other duties as assigned.

QUALIFICATIONS:

- Master's Degree in Educational Leadership from an accredited college or university or equivalent discipline acceptable by the BHCA, Inc. Board of Directors. (preferred)
- Florida Educator's Certificate. (preferred)
- Minimum of five (5) years of experience in the educational field or equivalent experience accepted by the BHCA, Inc. Board of Directors.
- Knowledge of curriculum design and instruction.
- Ability to evaluate instructional programs and teaching effectiveness.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.
- Great oral and written communication skills.



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- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____