



<b>Title:</b>	Curriculum Coach
<b>Reports to:</b>	Director of Elementary & Secondary Ed
<b>Terms of Employment:</b>	10 Months
<b>Salary:</b>	NC State Salary Schedule

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each of the noted essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Hold NC Teacher Certification in curriculum area.  
Master's degree in curriculum area and/or relevant graduate degree or curriculum area certification.

**Summary of Responsibilities:**

Provide leadership, coordination and support in the ongoing development, implementation and administration of all phases of the curriculum. The curriculum facilitator is defined as one whose primary concern is the improvement of learning opportunities through the provision of instructional leadership.

**Essential Functions:**

1. Advises the curriculum director on areas of need for curriculum development and professional development
2. Conducts curriculum meetings for area as required
3. Coordinates the development of curriculum objectives for the area: monitors the implementation and evaluation of these objectives
4. Helps coordinate the process for selection of textbooks, equipment and instructional supplies for the curriculum area
5. Acts as a resource person to district teachers on issues in the curriculum area
6. Meets and coordinates with other curriculum area coordinators to promote inter-disciplinary programs
7. Attends curriculum and other professional conferences
8. Provides support and guidance to teachers in handling of day-to-day challenges of instruction and implementation of curriculum
9. Promotes innovation within the curriculum area
10. Works with curriculum teams to ensure successful completion of all phases of the curriculum cycle
11. Works with curriculum teams in organizing and coordinating appropriate meetings in order to impact continuity and articulation of the curriculum throughout the district.

12. Provide leadership for curriculum integration and instructional technology
13. Assist teachers in analyzing assessment results to improve instruction
14. Help administer K-2 reading and math assessments
15. Fulfill all other duties as assigned by the building level principal or the Director of Elementary & Secondary Ed