

# **Carroll Independent School District Job Description**

**JOB TITLE: Coordinator for Secondary Math and Science**

Pay Grade: 003

Employment: 226 days

Supervisor: Assistant Superintendent for Student Services

Department: Curriculum and Instruction

Wage/Hour Status: Exempt

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## **JOB SUMMARY:**

The Coordinator of 7-12 Math and Science will provide leadership and assistance to secondary principals and teachers in planning, implementing, integrating and evaluating the district's curriculum and instructional program at the secondary level. In addition, this position will provide support for the district's advanced academics, programs to include Pre-AP & AP courses, and the CISD Medical Academy.

## **QUALIFICATIONS:**

- Effective interpersonal skills
- Excellent oral and written communication skills
- Master's Degree from an approved institution.
- Minimum of three years successful experience in teaching, administration and/or supervisory fields

## **MAJOR RESPONSIBILITIES:**

### **Secondary (grades 7-12) Instruction:**

- Coordinate all aspects of the district's curriculum development and implementation program at the secondary level. Duties include:
  - implementation of a curriculum development cycle for all core and enrichment subject areas 7-12;
  - coordination and participation in professional development programs and activities to support the development, implementation and assessment of curriculum content;
  - implementation of appropriate avenues of professional communication, dialogue and feedback to support continuous improvement in and assessment of curriculum documents as they relate to student achievement and school and district goals;
  - facilitation of a continued focus on the study and implementation of effective instructional practices to include differentiated instruction in all classrooms, 7-12;
  - application of research to guide improvement in the content, sequencing, and outcomes of the teaching/learning process;
  - preparation, design, and construction of materials needed to interpret student, school, district, and state test data.

- evaluation of all 7-12 testing processes in terms of effectiveness.
- coordination of the item development process for the benchmark assessment program in cooperation with the coordinator of K-6 instruction;
- contact and coordination of work with outside agencies in matters related to curriculum development and the implementation of instructional best practices;
- coordination of work with campus principals, in the disaggregation of district, state, and national test data to areas for improvement in curriculum and instruction;
- coordination of languages other than English curriculum and support instruction;
- coordination of work with the Technology Department to ensure the integration of technology in the teaching and learning process;
- coordination of work with the Department of Technology to ensure successful implementation of the Instructional Technology Plan as it relates to curriculum and instruction;
- coordination of work with the Communications Department regarding the release of all information related to grade level or subject area curriculum documents and related student expectations;
- support the development of district improvement plan;
- coordination of the evaluation and selection of instructional materials;
- administration of the curriculum budget(s) to ensure that all programs are cost effective and that funds are managed prudently; and
- performance of other duties as assigned for the effective coordination of programs in the Department of Curriculum and Instruction.

**Advanced Academics:**

- Coordinate the district's advanced academic program initiatives to include the Advanced Placement and Accelerated Mathematics initiatives;
- Coordinate of the district assessment program for:  
Program Assignment (Accelerated Mathematics) and  
Advanced Placement;
- Implement procedures that coordinate the PK-12 testing program which includes administering district, state and national tests (e.g. Stanford, Terra Nova, CogAT, credit by examination, tests for acceleration, etc.);
- Work with the Executive Director for Special Programs to ensure that assessment policies and procedures include appropriate accommodations and guidelines for special needs students;
- Work with the Communications Department concerning the release of all information related to educational research and evaluation;
- Evaluate the district benchmark process and items, including reliability and validity statistics, and data derived from the benchmark processes; and
- Perform other duties as assigned for the effective coordination of programs in the Department of Instructional Services.

**EQUIPMENT USED:**

Personal computer, telecommunication and other equipment such as Promethean Boards, calculators, fax machines and copiers.

**MENTAL DEMANDS:**

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

This position will require approximately 25% walking; 50 % standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY : \_\_\_\_\_ DATE: \_\_\_\_\_  
(Director of Personnel Services)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Assistant Superintendent for Administrative Services)

Date Created: 5/2008	Date(s) Revised: 6/2014
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