GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CURRICULUM COORDINATOR
LITERACY, ENGLISH, LANGUAGE ARTS K-12

EDUCATIONAL PROGRAM SERVICES

GENERAL STATEMENT OF JOB

Under general supervision, the employee performs a variety of administrative tasks in coordinating the successful implementation of reading and English Language Arts programs in the district school system. Employee is responsible for coordinating, planning, developing and monitoring the Reading/Language Arts programs across grades K-12 for the district. Employee guides ELA Curriculum Specialists and Coaches in ensuring that instruction is aligned with the North Carolina Standard Course of Study, interpreting changes to the curriculum, and informing teachers, principals, and district personnel of the implications of those changes. He/she guides district level ELA team in evaluating the effectiveness of instructional methods and programs and helps to develop strategies for implementation and improvement. Employee acts as the district literacy leader and facilitates ELA district literacy meetings and planning sessions. He/she ensures consistency and equity of ELA instruction across the district. Employee reports to the K-8 Curriculum Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists K through 12th ELA Specialists with improving techniques of reading and English Language Arts instruction and improving overall student achievement

Work in conjunction with other district departments to facilitate and support literacy development and implementation across all programs

Serves as the central office contact and liaison to keeps parents, administrators and community citizens informed about reading and English Language Arts programs in the school system

Ensures district-level personnel, teachers, and principals are familiar with any changes to the North Carolina Standard Course of Study regarding English and literacy

Evaluates the reading and English Language Arts programs in the system and develops strategies for implementation and increasing achievement

Serves as the facilitator of the district-based Professional Learning Community within the Department of Curriculum and Instruction
CURRICULUM COORDINATOR – LITERACY K-8

Designs and oversees the development of curriculum to support the implementation of the North Carolina Standard Course of Study

Meets regularly with district personnel, curriculum facilitators, and principals to monitor and support literacy implementation

Maintain a collection of professional and reading/learning materials related to reading and English Language Arts which reflect current research

Provides instructional strategies and various tools to aid the instructional process

Coordinates and provides a variety of district-wide professional development opportunities

Ensures training for reading/English Language Arts teachers

Evaluates the need for and assists with the design of new course offerings and guidelines for student placement

Monitors, creates, and updates curriculum support documents

Assists the school system with the selection of appropriate textbooks, teacher guides and other instructional materials and equipment

Participates in regularly scheduled staff, district, regional, and school level meetings

Plans and oversees summer curriculum writing

Provides support to teachers in their classrooms through coaching, modeling, and mentoring

Helps specialists and teachers link best practices and materials to standards

Develops and models mastery lesson plans

Helps schools and Specialists analyze data and identify appropriate re-teaching methods and strategies

Develops and supports district-wide literacy initiatives

Provides monthly training and support for curriculum facilitators

Meets with principals to give curriculum updates and/or clarifications

Engages in vertical articulation of K-12 curriculum goals and objectives
CURRICULUM COORDINATOR – LITERACY K-8

Collaborates with other content area curriculum specialists to provide an integrated literacy program

Serves on Strategic Plan Deployment Team, when requested

Works with state, community, civic, business and university groups to address educational issues

Updates GEMS website for teacher use

Writes and implements grants

Assists with budget development

ADDITIONAL JOB FUNCTIONS

Serves as a consultant to college and university teacher education programs

Develops and facilitates professional development opportunities for reading and ELA teachers, as needed

Performs other related work as required

MINIMUM TRAINING AND EXPERIENCE

Bachelor’s degree (Master's degree preferred) in reading or English Language Arts with extensive course work in education, and 5 to 7 years of teaching experience with program coordination experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities

SPECIAL REQUIREMENTS

Must be certified to teach in the State of North Carolina. Must possess a valid North Carolina Driver's License

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, overhead projectors, typewriters, copiers, facsimile machines, calculators, protractors, compasses, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree

GCS, 6/2010
**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, applications, purchase orders, test results, etc. Requires the ability to prepare correspondence, reports, presentations, newspaper articles, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone
KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of reading rules, theories and principles that are used in reading education

Thorough knowledge of the North Carolina Standard Course of Study as it applies to reading and English Language Arts

Considerable knowledge of the current literature, trends, and developments in the field of reading and English Language Arts instruction

Knowledge of basic computer technology: Microsoft Office

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the County and School Board policies, procedures and standards regarding reading education

General knowledge of the organization and communication channels of the school system

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations

General knowledge of the grant application and administration process

Skill in counseling and developing staff

Ability to review and evaluate testing results and to develop a plan of action based on conclusions

Ability to select appropriate and effective reading textbooks and other materials

Ability to develop innovative and effective reading instruction materials

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information

Ability to develop meaningful annual budgets

Ability to effectively express ideas orally and in writing

Ability to make effective oral presentations before large groups of people
Ability to exercise considerable tact and courtesy in frequent contact with the public

Ability to establish and maintain effective working relationships as necessitated by work assignments

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.