

# **Position Description**

**POSITION TITLE:** Coordinator for Curriculum and Student Services

**F.L.S.A.:** Exempt Professional

**REPORTS TO:** Assistant Superintendent for Academic Services

### **QUALIFICATIONS:**

• A minimum of two (2) years teaching experience

- Three years school administrative experience preferred
- Must possess Missouri certification in school administration
- Must possess a minimum of a Master's degree in Educational Administration.

**TERMS OF EMPLOYMENT**: 12 month position beginning July 1, 2017

**SALARY:** \$84,015 - \$92,000

#### **ESSENTIAL JOB FUNCTIONS:**

#### Curriculum Management

- 1. Assist in the development and revision of the district's curriculum.
- 2. Assist in the monitoring and evaluation of the performance and progress of the district's curricular programs.
- 3. Applies a working knowledge of federal, state and district requirements to revise instructional and educational programs (student discipline, residency, investigations, Missouri Learning Standards).
- 4. Maintains current knowledge on state and federal requirements in the area of curriculum.

## Assessment

- 1. Oversees the development and implementation of high quality local assessments to meet state requirements and track student progress on state standards.
- 2. Develops and administers the district's assessment program.

Coordinator for Curriculum and Student Services (Continued)

- 3. Manages and supports technology-based assessment systems.
- 4. Maintains current knowledge on state and federal requirements in the area of assessment.

## Student Services Management

- 1. Serve as a resource for district and administrative personnel related to areas of expertise.
- 2. Assist in directing and enforcement of the school district's residency requirement for students.
- 3. Maintain appropriate records and provides reports to the Board of Education and Superintendent as requested.