

# Position Description

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<b>TITLE:</b>	<b>Curriculum, Instruction &amp; Assessment (CIA) Coordinator</b>	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Curriculum, Instruction, and Assessment	<b>GRADE:</b>	27

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**SUMMARY:** Under general supervision advises staff, students, parents, and administration regarding curriculum, instruction and assessment of students. Manages the effective implementation of curriculum, instruction and assessments aligned with state standards and supports teachers and principals in the academic achievement of all students.

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

## **CURRICULUM**

- Ensures the District curriculum meets all state standards. Promotes and provides trainings.
- Coordinates a process for the adoptions of textbooks and other curricular materials, including instructional technology and digital resources that, adheres to District procurement policies.
- Oversees the ongoing review and revisions to all District curriculum, materials, and related documents.
- Oversees management, maintenance, and inventory of all District curriculum and assessment related materials, including instructional technology.

## **INSTRUCTION**

- Oversees the implementation of the Sheltered Instruction Observation Protocol (SIOP) model.
- Oversees identification of Essential Standards, development of instructional calendars, report cards and program development.
- Oversees coordination of K-3 literacy programs.
- Facilitates the audit of District-wide Individual Language Learning Plans (ILLPs) to ensure requirements of state mandated policies are met, as assigned.

## **ASSESSMENT**

- Facilitates District assessment planning. Participates at site/District level to assure communication and articulation across grade levels.
- Coordinates the training of District-wide test administrators and proctors in procedures and test security. Maintains an inventory of test materials, schedules tests for the District, monitors procedures to ensure protocols are followed, and returns test materials to be scored.
- Works with teachers and other District staff in analyzing data reports.
- Manages and facilitates assessments used for teacher evaluations. Assesses and evaluates District programs and procedures.

## **PROFESSIONAL DEVELOPMENT and OTHER**

- Oversees the design and facilitation of District professional development.
- Coordinates ad hoc curriculum committees, as needed.
- Evaluates the performance of program personnel, as assigned.
- Responds to various phone calls, emails, and inquiries.
- Attends and participates in various meetings including but not limited to budget and grant meetings, program proposals, and Board meetings.
- Completes other duties as assigned or required.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

- Master's Degree in Education, Curriculum & Instruction or closely related field; **AND** five (5) years of successful teaching experience; **OR** an equivalent combination of education, training, and experience.

### **Required Licenses and Certifications:**

- Arizona Teaching Certificate and Administrative Certificate preferred.
- Specific technical skills training and certifications may be required.

### **Required Knowledge of:**

- State and District testing requirements and standards.
- Principles and practices of effective project management, leadership, supervision, and training.
- Principles of curriculum alignment.
- Methods of classroom teaching and management.
- Core and intervention curriculum and materials.
- Instructional practices.

### **Required Skills in:**

- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Understanding lesson planning using the District lesson plan template.
- Analyzing and interpreting testing programs and data.

### **Physical Demands/Work Environment:**

- Work is performed in a standard office environment.

*Approved 11/12/2019*