

CLASS CODE: 0150 or 0280 (5170 is extra service)

## JOB DESCRIPTION

Position Title: INSTRUCTIONAL COORDINATOR/SUPERVISOR OF INSTRUCTION

Responsible To: Superintendent

### Basic Function:

To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services in the areas of curriculum, instruction, and assessment.

### Performance Responsibilities:

1. Assist with the development and administration of the district's K-12 curriculum.
2. Assists school staff with the selection of instructional techniques, materials, supplies, and equipment, which enables the effective delivery of the curriculum.
3. Assisting the determinations of types of programs needed by the schools and makes appropriate recommendations.
4. Provides leadership to develop, promote, and ensure understanding of the educational objectives of the school system.
5. Support principals, teachers and grade level teams in organizing and coordinating vertical grade level and departmental meetings to provide continuity, and alignment of the instructional programs.
6. Coordinate and supervises the work of all faculty and staff members assigned to curriculum, instruction, and assessment department.
7. Make presentations to the Board of Education, parent groups, community organizations, and other interested stakeholders to communicate and interpret the instructional program of the school district, as needed.
8. Assist individual school staff in planning, implementing, monitoring, and evaluating the curriculum, instruction, and assessment programs.
9. Keeps abreast of current research in the areas of curriculum development, instruction, and assessments.
10. Participates in professional activities related to curriculum, instruction, assessment, and leadership.
11. Keeps informed of and interprets all statutes, regulations, and policies affecting schools.
12. Assists in planning, coordinating, and delivering Literacy initiatives.
13. Assists with the implementation of Title II programs and budgets as needed. Assists with preparing state and federal program reports as needed.
14. Remains abreast of developments and innovations in curriculum, instruction, and assessments by reading current literature, attending professional meetings and conferences, and by discussing developments and problems of mutual interest with others in the field.
15. Assist with training and support initiatives for teachers new to the district. Assists in the development of quality teaching and serves as district KTIP Coordinator if needed.
16. Serves as district central office liaison/resource to identified schools.
17. Other duties as assigned by the Superintendent.

Minimum Qualifications:

- A Master's degree or higher
- Valid KY certification with appropriate endorsements.

Terms of Employment: Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for Certified Personnel.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following:  
"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.