**JOB DESCRIPTION FOR: Instructional Coordinator**

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

As established by Kentucky Revised Statutes, the Kentucky State Board of Education and the Board of Education.

**GENERAL RESPONSIBILITIES:**

To provide leadership in the on-going development, implementation, and coordination of the entire instructional program (K-12) of the district.

**DUTIES:**

1. Directs curriculum development, evaluation, textbooks and supplementary book adoptions, instructional procedures and instructional material selection.

2. Directs staff development programs.

3. Assists the Superintendent of Schools in the program for community relations and in the development of educational policies and programs for the entire school system.

4. Initiates and coordinates all formal efforts of the professional staff in projects of curriculum improvement.

5. Initiates the organization, coordination and development of district-wide curricular and instructional practices.

6. Initiates, studies and evaluates and, as appropriate, recommends adoption of new instructional materials, methods and programs.

7. Supervises instructional programs for the Elizabethtown Independent Schools in collaboration with other district administrators and principals.

8. Provides support and assistance as appropriate for the improvement of instruction and classroom management.

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**JOB DESCRIPTION FOR: Instructional Coordinator (continued)**

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9. Interprets the present curriculum and proposed curriculum changes to the Board, the administration, the staff and the general public.

10. Assists in the formulation of a philosophy and objectives for the instructional program.

11. Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.

12. Helps plan and carry out staff and parent curriculum meetings.

13. Develops, supervises, coordinates and evaluates assigned state and federal grants.

14. Initiates the identification of needs and appropriate program development including special programs.

15. Provides leadership in the development of long and short range plans for district and school improvement.

16. Performs other instructional duties as designated by the Superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION May 12, 2008

REVIEWED, REVISED AND RE-ADOPTED: May 17, 2010

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