

**CURRICULUM COORDINATOR -
LANGUAGE ARTS, ELEMENTARY, EARLY CHILDHOOD, and TITLE I**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: Oversees the development, coordination, and assessment of the curriculum in the content areas of language arts for K-12th grade and all elementary curricular areas except math, ensuring integration of multicultural education and community values into each curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates state and district intervention programs in language arts and reading, including the HOSTS program.
2. Develops, coordinates, and evaluates kindergarten and early childhood education programs.
3. Organizes, manages, and evaluates the Title I program, including the Title I Pre-K program and school programs.
4. Manages all Title I related grants and assists in the writing and administration of any additional grants.
5. Assists schools in providing professional learning as part of improving student achievement efforts.
6. Provides curriculum-related staff professional development and support groups.
7. Assists with the school improvement planning process.
8. Facilitates and coordinates the work of instructional coaches/staff developers in supporting school improvement processes.
9. Supervises the elementary science staff developer.
10. Organizes and supervises the textbook adoption process for the language arts areas (K-12), and all content areas K-6 (with the exception of math).
11. Performs other tasks and assumes other responsibilities as the Superintendent or his or her designee may assign.

Revised: October 2015