



Job Title:	Instructional Coordinator	Wage/Hour Status:	Exempt
Reports To:	Associate Superintendent for Curriculum Instruction and Accountability	Pay Grade:	Professional Pay Grade 5
Dept. /School:	District-wide	Date Revised:	11/04/2011

Primary Purpose:

Assist teachers in utilizing the best and most reliable teaching techniques; assist in providing in-service for teachers in new, remedial or accelerated instructional procedures; assist in the development and implementation of the District curriculum as it relates to the subject for which the subject specialist is responsible.

Qualifications:

Education/Certification:

Master's degree in education or subject area required

Special Knowledge/Skills:

Strong organizational, communication and interpersonal skills
Ability to support group decisions

Experience:

Minimum of five (5) years teaching experience

Major Responsibilities and Duties:

1. Maintain open and continued communication with the principals for a united approach to curriculum methods and content.
2. Assist teachers by visiting their classes and offering suggestions for successfully implementing the MISD curriculum.
3. Consult with teachers and staff on research and new approaches to teaching and learning.
4. Help in the development and implementation of special and new programs at District and building levels.
5. Assist in professional development of teachers through sharing of best practices and observed, successful teaching techniques either within the MISD or from other sources.
6. Serve as a resource person to the Board of Trustees, Administration and community in matters relating to the subject in which he/she is a specialist.
7. Serve as a resource person to the local textbook committee during the selection of textbooks being considered for adoption.
8. Assist in coordinating the development and implementation of the District curriculum framework to give continuity and clarity to the instructional program.
9. Perform other duties as may be assigned by the Associate Superintendent for Curriculum, Instruction and Accountability.
10. Other duties as assigned.

Supervisory Responsibilities:

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate (verbal and written); ability to instruct and maintain emotional control under stress; frequent district-wide travel. Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.