



Columbia School District
11775 Hewitt Rd. Brooklyn, MI 49230
(517) 592-6641

April 9, 2024

Job Posting
Curriculum Coordinator

Job Description

The Director of Curriculum and Instruction will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services. The Director ensures that the district/school education objectives are aligned to state frameworks and instructional practices that yield the highest standards of student achievement and instructional excellence.

Qualifications

Master's degree in Curriculum and Instruction in Education Administration preferred.

Requirements

Must have a broad knowledge of a variety of content areas and methodology and be able to analyze data to identify school strengths and weaknesses and plan accordingly.

The curriculum director should be approachable, education-focused, have strong functional and technical skills, be able to communicate professionally, listen well, have organizational agility and manage time well. Work independently and coordinate the completion of several tasks simultaneously.

Duties

- K-12 Curriculum Development/Assessment/Review
- Leadership and supervision experience
- Experience using data systems such as NWEA, i-Ready, MICIP, etc.
- ESL (English as a Second Language Coordinator)
- Professional Development Coordinator
- Title III Administrator
- School Improvement Facilitator
 - hold district School Improvement meetings
 - complete district SI plan/monitor and approve building plans
 - parent/student/staff surveys
- CIMS Coordinator (Special Ed. Monitoring)

- County-Wide Common Assessment Test Supervisor
- Analyze Tested Roster and Expected to Test Report
 - File appeals as necessary
- Prepare Annual Report and additional various reports required by state and federal agencies
- Grant Coordinator for:
 - Title I,
 - At-Risk (31a),
 - Title IIA,
 - GSRP (Great Start Readiness Preschool)
- Pursue additional funding opportunities

Specific Duties

1. Coordinated school improvement endeavors
2. Attend all Board of Education meetings
3. Participate in meetings that are required and appropriate
4. Other duties are assigned by the superintendent

Terms of Employment

Fifty-two week contract with 20 vacation days, 2 personal days, and 45 sick days

Salary to be determined by the Board of Education

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment

Deadline: April 22, 2024 @ Noon

Please submit a letter of interest, resume,
three letters of reference, and copies of your transcripts to:

Monika Cook, Executive Assistant
Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230
517-592-6641
Monika.Cook@myeagles.org