

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

## **Curriculum and Instruction Coordinator**

Job Description

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**Reports to:** Executive Director of Curriculum and Instruction

**Term:** 226 Days

**Status:** Exempt

**Primary Purpose:** Provide curriculum leadership and support classroom teaching to ensure an aligned and articulated instructional program in the subject area assigned.

### **Qualifications**

#### Education/Certification:

- Master's degree from accredited university (Curriculum and Instruction preferred)
- Valid Texas teaching certificate

#### Special Knowledge/Skills:

- Knowledge of curriculum design and implementation
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to develop and deliver training to adult learners
- Strong organizational, communication, and interpersonal skills

### **Experience:**

5 years successful teaching experience

Campus or district leadership experience preferred

### **Job Duties**

#### Instructional and Program Management

1. Leads in the development and maintenance of a positive, coordinated educational program designed to meet the needs of all children.
2. Guides teachers and specialists through the development, implementation, and evaluation of curriculum and instruction.
3. Serves as a resource person in curriculum and instruction across subject areas.
4. Provides leadership to assure correlation between district curriculum and state standards.

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5. Monitors changes to the Texas Essential Knowledge and Skills and coordinates implementation and ensures updates to the curriculum.
6. Works with individual grade levels and curricular departments to assist them in the development, implementation, evaluation, and revision of K-12 curriculum documents.
7. Facilitates district wide grade level meetings to address consistency of the K-12 scope and sequence of curriculum.
8. Assists teaching staff with the implementation of curriculum and instructional materials.
9. Uses student data to monitor, guide, and adjust instructional programs.
10. Implements follow-up plans for curriculum revisions and instructional materials adoptions.
11. Identifies and provides recommended resources to support instruction.

### Staff Development

1. Assist with the development, implementation, and evaluation of professional development for teachers, administrators and staff.
2. Work with principals, the Executive Director of Curriculum and Instruction, the Director of Elementary Education, and Director of Secondary Education to improve individual staff competencies.
3. Observe classroom instruction, provide feedback and assistance to classroom teachers to facilitate improvement and innovation and model teaching strategies with students in the classroom.

### Other

1. Report regularly to the Executive Director of Curriculum and Instruction providing information regarding the status of curriculum and instruction within the district and staff development needs.
2. Provide oversight of special projects as they relate to curriculum and instruction.
3. Convey information to parent and community members about school programs.
4. Compile, maintain, and file all reports, records, and other documents required.
5. Perform other duties as assigned.

### **Working Conditions:**

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours.

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_