

Community School Curriculum Coordinator

GENERAL STATEMENT OF DUTIES: Responsible for the administration of the state Community School grant under the direction and principal and in conjunction with the school staff and community partners. Coordinates faculty involvement in extended day and summer programs, as well as assists in the planning and implementation strategies in the overall school curriculum.

DISTINGUISHING FEATURES OF THE CLASS: Responsibilities reflect the total management of the state Community School grant to ensure its effectiveness. Also a major component is the curricular aspects, as it relates to the development, organization and implementation of the thematic continuity.

EXAMPLES OF WORK (Illustrative only):

Assist as a curriculum resource consultant to classroom teachers;
Organize grade level meetings PreK-6 for thematic continuity;
Assists in design and equipment of classrooms;
Establish a talent model on the primary level;
Coordinates efforts in the development and implementation of curriculum, based on theme;
Assist with identification of children with special learning needs;
Assists teachers in team teaching efforts;
Supervise budgetary matters related to Community Schools.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

General knowledge of elementary curriculum and appropriate resource materials; strong communications, oral and human relations skills; demonstrated ability to organize, plan and coordinate activities and programs; knowledge of creative and innovative teaching styles and strategies, strong writing skills and ability to write grants.