

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

COORDINATOR of CURRICULUM and INSTRUCTIONAL SUPPORT

Minimum Qualifications:

- Master's degree or higher in education related field.
- Five years or more of successful leadership experience in curriculum, instruction, and assessment in a school and/or district setting.
- Demonstrated ability in working collaboratively with diverse constituencies including classroom teachers, principals, district administrators, support specialists, community, agency staff, regional service providers and ODE.
- Knowledge of curriculum development, instructional supervision, and assessment development.
- Proficient in Microsoft Word, Excel, and Power Point.
- Excellent interpersonal skills.
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction.
- Demonstrated skill in oral and written communications.
- Valid Ohio licensure as an administrator.
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies.
- Additional administrative experience in the following areas is desirable:
 - Staff Development
 - Instructional Leadership
 - Data analysis
 - Assessment development
 - Applied Research/Evaluation
 - Cultural Competence
 - Equity/Diversity initiatives

FLSA Classification: Exempt

Reports to: Director of Professional Learning

Job Objective:

Under the direction of the Director of Professional Learning, lead a team of subject matter experts in the design and implementation of a continua of high quality and impactful district/school based; agency hosted; and blended curriculum, instruction and

assessment services and supports for Pre-K-12 educators to build capacity and collective efficacy toward higher levels of achievement and progress for all. All programming will be aligned to Ohio's Learning Standards and the very best evidence-based strategies and delivered within a collaborative system with shared accountability.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Works cooperatively with district leaders to review school performance results and student needs and develop strategies that increase student achievement.
- Provides leadership, coordination, expertise, support, and analysis of curriculum, instruction, and assessment needs in districts and schools.
- Develops internal capacity of the agency to provide content area subject matter expertise in the areas of math and literacy in support of programs and services.
- Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employment actions based on fulfillment of goals, accompanied by documentation for accountability.
- Communicates effectively and consistently with clients
- Develops and coaches classroom teachers in implementing strategies that engage students in evidence-based instructional strategies as measured against grade-level indicators, benchmarks and standards.
- Performs other specific job-related duties as assigned by Superintendent or his/her designee.

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

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