

Arlington Public Schools

Curriculum and Assessment Coordinator Job Description

It is the policy of Arlington Public Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Curriculum and Assessment Coordinator
- B. Department:** Instruction
- C. FLSA Status:**
1. Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.
 2. Administrative exemption: The employee has the primary duty of performing office or non-manual work directly related to the management general business operations of the school district. The employee customarily and regularly exercise discretion and independent judgment or has a primary duty of performing administrative functions directly related to academic instruction or training in the school district or a department or subdivision.
- D. Education Level and Certification:** Master degree or higher required. Master degree (or commiserate experience) to be in the area of administration or curriculum and instruction is desired but not required.
- E. Essential Requirements:** Knowledge and experience in Nebraska assessment program. A minimum of five years teaching experience. Teacher leader experience desired but not required.
- F. Reports To:** Superintendent
- G. May Receive Guidance From:** Superintendent, Building Principals, Board of Education
- H. Essential Job Functions:**
1. General supervisory, teaching and instructional skills
 2. Basic operational skills for PC computer
 3. Poised
 4. Supervise a variety of tasks at the same time
 5. No history of child abuse or negligence
 6. Good oral and written skills

I. Working Conditions:

1. Inside heated and air conditioned classroom
2. Outside for activities with students and student supervision

J. Job Tasks:

1. Curriculum: Oversee the work of curriculum committees in revising curriculum. Maintain written curriculum for the district. Facilitate and lead the selection of curriculum materials. Serve as administrative liaison to district curriculum committee meetings and maintain notes or minutes of activities.
2. Assessment: Oversee the district criterion referenced assessment system. Lead revision of the district assessments and assessment procedures as necessary. Prepare and submit required curriculum and assessment reports to the Nebraska Department of Education. Report assessment results to the Nebraska Department of Education and public. Supervise the administration of standardized achievement testing program. Supervise other testing programs for the district except psychological testing related to special education evaluations. Implement test preparation programs for district students.
3. School Improvement: Collect and prepare data for analysis by the school improvement teams. Serve as a resource for the school improvement teams for activities and strategies.
4. Staff Development: Consult with leadership and/or administrative team on staff development activities.
5. Public Relations: Prepare news articles, speak to community groups, prepare informational brochures and otherwise promote the instructional program for the district. Communicate the district curriculum to staff and general public.