



Job Description

Job Title: Curriculum Coordinator
Reports to: Instructional Coach
Department: Academics

Position Type: Full-Time - Exempt
Work Hours: 7:30-4:00 (M-F)

Job Summary: The Curriculum Coordinator works directly with Instructional Coach, Principal and academic staff in the role of developing, implementing and maintaining BHA's educational programs and standards. The Curriculum Coordinator makes recommendations to principals, teachers, and other staff in regards to the ways to enhance learning.

Essential Responsibilities:

- Develops components of BHA's teaching plans which include curriculum and equity plans.
- Complies and files surveys that may be required by organizations for accrediting.
- Oversees testing programs and analyzes results.
- Aligns curriculum with the core standards of BHA as well as Texas State
- Provide constant and ongoing evaluation of teaching standards.
- Investigates and gather resources that aid in the implementation of effective teaching plans.
- Ensures all curricula complies with BHA's educational standards as well as Texas State.
- Implement professional development requirements.
- Provide ongoing training to staff during the implementation of any new programs
- Organize in-house staff development training.

Required Skills and Abilities:

- Understands principals and trends regarding the development of curriculum.
- In-depth knowledge of various methods of teaching and instruction.
- Understands all applicable regulatory guidelines and regulations.
- Excellent technical writing skills
- In-depth knowledge of needs assessment and research methods.
- Demonstrated skill in researching and evaluating standards in curriculum.
- Demonstrated ability to solve problems and manage projects.
- Excellent computer skills.
- Excellent communication skills both written and verbal.
- Excellent Interpersonal skills.
- Demonstrated skills working with a diverse student and workforce population.
- Strong communication skills: ability to communicate effectively in English (verbal and written)
- Reliable and dedicated individual

- Collaborative and works well in a team-oriented atmosphere
- Proven ability to work cooperatively and effectively with colleagues and adult learners
- A strong understanding of Islamic etiquettes, manners, and appropriate behavior
- Ability to operate common office machines
- Ability to understand and follow oral and written instructions

Education and Experience:

- Bachelor's Degree in Education, Organizational Development or related field, required.
- Master's Degree in Education, Curriculum and Instruction, or related field, preferred.
- Minimum 4 years' experience teaching.
- Texas state certified
- Prior experience working as curriculum coordinator.

Physical Requirements:

- Prolong periods of sitting at a desk and working on a computer.
- Periods of standing, bending and walking.

The ideal candidate should possess a philosophy which is centered on the concept of self- mastery in supporting teachers to implement curriculum which will establish balanced core of learning. The instructional coach's goal is to promote student achievement through data driven instruction and strategic planning that enforces critical thinking skills. Curriculum should be interdisciplinary so that students can make connections scaffolding their learning from one subject to another.

Disclaimer:

The above describes the general nature of work expected by the applicant in this role. While most items are covered, it is not intended to be an exhaustive list of all responsibilities and duties that may be assigned.

