

WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY Title:



Curriculum/Title 1 Coordinator

QUALIFICATIONS:

- a. Must be a current administrator and/or instructional staff member.
- b. B.A. Degree in the field of Education.
- c. Background in curriculum development and Title 1 program
- d. Willingness to conduct this responsibility within the framework of his/her fulltime position.

REPORTS TO:

Superintendent of Schools and Building Principals.

SUPERVISES:

K-12 curriculum implementation

Title 1 application process and staffing

JOB GOAL:

To provide leadership in the development, implementation and coordination of the district's K-12 curriculum.

To assure annual compliance with all Title 1 program guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Lead in the development, determination of appropriateness, and monitoring of the instructional program for the district.
2. Assist in the development, revision, and evaluation of the curriculum.
3. Organize and maintain AdvancED Accreditation.
4. Keep abreast of developments in curriculum and instruction, and furnish leadership in determining their appropriateness for the district educational program.
5. Guide development, implementation, and evaluation of preservice and staff development programs for professional personnel.
6. Assume a leadership role in developing curriculum for any course newly mandated by the legislature or the school board.
7. Interpret the curriculum and its philosophy to the school board, the administration, the staff, and the general public.
8. Conducts staff meetings to keep members informed on curriculum changes, new programs, etc.
9. Helps supervise all activities/programs that are outgrowths of the school district's curriculum.

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10. Provides staff leadership to ensure understanding of and promote the educational objectives of the district. Plans and administrates programs of in-service and educational activities for instructional personnel.
11. Prepares, administrates and is responsible for all aspects of the school district's Title 1 Consolidated Grant program.
12. Maintain a record of consultation with Title 1 parents and advisory committees.
13. Keep the district uniform/updated on all applicable state and federal guidelines for Title 1.
14. Assures that the district Title 1 program supplements (not supplants) district instructional priorities.
15. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

