

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

- I. **JOB TITLE:** Curriculum Coordinator
- II. **CERTIFICATION/QUALIFICATIONS:** Professional teaching certification; five years of successful teaching experience; a member of the department he/she represents.
- III. **WORK YEAR:** Teacher year plus two days. Release time as stated in specific department posting.
- IV. **REPORTS TO:** Director of Curriculum, Instruction & Assessment and Building Administrator
- V. **JOB GOAL:** To support the department by providing the leadership necessary for it to function effectively.
- VI. **MAJOR RESPONSIBILITIES:**
1. Provides orientation to new staff
 2. Arranges professional development for new programs and for on-going programs as needed.
 3. Forwards materials related to the program to teachers and administrators.
 4. Confers with administrators periodically regarding programs.
 5. Assists in recruiting and interviewing new staff.
 6. Monitors the implementation of program by observing the program/course in operation within the limitations of the assignment.
 7. Plans and conducts department meetings and special meetings.
 8. Advises building administrators on budgetary needs.
 9. Initiates textbook and supply purchase orders for district-wide accounts as appropriate.
 10. Organizes department textbook inventory and distribution where appropriate.
 11. Is available, within the limitations of the assignment, as a resource to department staff and administrators to support department or curriculum objectives.

12. Supervises and arranges for maintenance and repair of equipment.
13. Assists with the interpretation of the educational program in the community.
14. Arranges and presents exhibitions, programs, demonstrations and concerts as appropriate to the assignment.
15. Maintains the ethics of the profession.

BAF:so

Revised 5/26/99

Revised 7/1/04

Revised 7/1/05

Revised 9/22/08