

HILLSBORO SCHOOL DISTRICT 1 J

1049

JOB DESCRIPTION

COORDINATOR OF INSTRUCTION AND EVALUATION

DIVISION: Curriculum
DEPARTMENT: Curriculum, Instruction & Assessment
IMMEDIATE SUPERVISOR: Executive Director of Curriculum, Instruction & Assessment

GENERAL DUTIES: This position provides assistance in coordination of student assessment program, program evaluation, and instructional improvement. Development of Key Indicator profiles.

ESSENTIAL REQUIREMENTS:

- A. B.A. required, M.A. preferred
- B. Basic Administrator license
- C. Minimum of three years of successful classroom teaching experience, plus a minimum of one year of leadership experience as a department chairperson, team leader, intern, or supervisor
- D. Excellent written and oral communication skills and the ability to work positively and cooperatively with others
- E. Valid Oregon driver's license and a vehicle for work related travel
- F. Ability to use computer hardware and software appropriate to responsibility
- G. Such alternatives to the above as the supervisor, Superintendent, or the Board may find appropriate at the time of selection
- H. Physical requirements which may include:
 - 1. In an eight hour day the employee may:
 - a. Stand/Walk 1 - 8 hours
 - b. Sit 1 - 6 hours
 - c. Bend, kneel, squat
 - d. Use small muscles for repetitive motions

ESSENTIAL RESPONSIBILITIES:

- A. Assists with the development of curriculum and instruction programs for school improvement

- B. Assists with the planning and development of goals, objectives, materials, methods, and activities for District curriculum in assigned program areas
- C. Coordinates collection, analysis, and display of Key Indicator data to support District goals. Develops a district Profile and assists schools with site profiles
- D. Responsibility for preparation, updating, and distribution of Consolidated District Improvement Plan (CDIP)
- E. Responsibility for preparation, updating, and distribution of Key Indicators
- F. Assists with development, organizing, monitoring and reporting of assigned District grants to include: Perkins Grant and Eisenhower Grant, and others as assigned
- G. Provide assistance to teachers and specialists on planning, integrating, and implementing of CAM programs, Contextual Learning, and Endorsement Areas as assigned
- H. Perform such other related tasks as may be assigned by the supervisor or the Superintendent

Key Relationships:

- A. Executive Director of Curriculum, Instruction and Assessment: Reports to this position
- B. Director of Instruction and Evaluation: coordinates assigned areas with this position
- C. Coordinator of Curriculum and Instruction: coordinates assigned areas with this position