

INSTRUCTIONAL COORDINATOR

JOB SUMMARY

Organize, manage, coordinate, and monitor district-wide instructional programs and personnel and make available outside agencies and resources in order to improve instruction in the schools.

QUALIFICATIONS

- Master's degree
- Three-five years administrative experience
- Valid professional license with appropriate administrator/supervisor endorsement
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Associate Director of Learning
- Assist Teachers with ways to enhance and improve teaching methods and techniques
- Monitor and provide leadership for the continuous revising of the curriculum
- Facilitate a community and school relationship by coordinating unified activities to promote our schools in the community
- Provide assistance to teachers in locating materials, teaching aids, programs, etc.
- Plan, coordinate set-up, and provide staff development for curriculum related issues for all teachers in the school system
- Direct the Lebanon Special School District's Pre-Kindergarten Program and all associated Tennessee Department of Education required activities
- Directly supervise the system's Reading Coach
- Coordinate textbook adoption committees, purchasing and inventory of all textbooks
- Collaborate with school administrators in the implementation of the Mentoring Program
- Coordinate student teacher assignments with local universities
- Assist the Director of Schools and senior instructional staff in the planning and implementation of district and school improvement plans and related system initiatives
- Implement and monitor K-2 assessments
- Perform other duties as assigned by the Associate Director of Learning or Director of Schools