



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Coordinator for Curriculum and Student Services

F.L.S.A.: Exempt Professional

REPORTS TO: Assistant Superintendent for Academic Services

QUALIFICATIONS:

- A minimum of two (2) years teaching experience
- Three years school administrative experience preferred
- Must possess Missouri certification in school administration
- Must possess a minimum of a Master's degree in Educational Administration.

TERMS OF EMPLOYMENT: 12 month position beginning July 1, 2017

SALARY: \$84,015 - \$92,000

ESSENTIAL JOB FUNCTIONS:

Curriculum Management

1. Assist in the development and revision of the district's curriculum.
2. Assist in the monitoring and evaluation of the performance and progress of the district's curricular programs.
3. Applies a working knowledge of federal, state and district requirements to revise instructional and educational programs (student discipline, residency, investigations, Missouri Learning Standards).
4. Maintains current knowledge on state and federal requirements in the area of curriculum.

Assessment

1. Oversees the development and implementation of high quality local assessments to meet state requirements and track student progress on state standards.
2. Develops and administers the district's assessment program.

Coordinator for Curriculum and Student Services (Continued)

3. Manages and supports technology-based assessment systems.
4. Maintains current knowledge on state and federal requirements in the area of assessment.

Student Services Management

1. Serve as a resource for district and administrative personnel related to areas of expertise.
2. Assist in directing and enforcement of the school district's residency requirement for students.
3. Maintain appropriate records and provides reports to the Board of Education and Superintendent as requested.