

# **CURRICULUM COORDINATOR - MATH ASSESSMENT**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** Oversees the development, articulation, and assessment of the curriculum in all 9-12 content areas and K-12 mathematics, ensuring integration of multicultural education and community values into each curriculum.

### **PERFORMANCE RESPONSIBILITIES:**

1. Serves as Corporation Test Coordinator and organizes, manages, and facilitates ISTEP+, IREAD-3, ECAs, Acuity, Accuplacer, WIDA, NSCS and ISTAR.
2. Organizes, schedules, scores and norms high ability screening assessments for identification process.
3. Plans, organizes and facilitates district-wide PD conference, along with related professional development and support groups.
4. Supervises, monitors and evaluates district Math Educational Specialist.
5. Organizes and supervises the textbook adoption process for all content areas. Orders necessary books and assists schools with textbook needs.
6. Serves as district data person assisting district and school administrators with data.
7. Assists the other Curriculum Coordinators with the writing and administration of grants.
8. Maintain PD Express for professional development credits.
9. Manages elementary and secondary textbook fees.
10. Assists schools in planning professional development as part of improving student achievement initiatives.
11. Maintains and updates secondary course codes.
12. Performs others tasks and assumes other responsibilities as the Superintendent or his or her designee may assign.

Revised: October 2015