

2.5 – DIRECTOR OF ELEMENTARY CURRICULUM

The Elementary School Curriculum Coordinator works under the supervision of the Superintendent, and with the principals of the elementary schools. He/she shall coordinate and supervise school curriculum and assist in administrative responsibilities relating to the elementary schools. He/she will be responsible for the administration of specific programs, the development of elementary staff inservice, and community education.

He/she shall:

1. Be responsible for instructional inservice programs and staff development for the elementary schools.
2. Assist in the implementation of education standards in the elementary schools and monitoring for continued compliance.
3. Serve as the administrative head of the elementary school curriculum committee.
4. Be in charge of the preparation of curriculum guides for the elementary grades.
5. Study and evaluate innovations in instructional-curriculum practices.
6. Serve as a member of the elementary textbook committees and assist in the review and selection of textbooks.
7. Work with the elementary school principals in a program of supervision designed to improve instruction.
8. Make recommendations pertaining to needed school facilities and equipment.
9. Assist in the evaluation of the elementary school principals.
10. Establish and maintain a favorable relationship with local community groups to foster understanding of and support for the school program.
11. Perform other tasks as may be assigned by the Superintendent.

Ref: A.C.A. 6-13-621, 6-17-301

Approved by Board of Education 10/14/86