Position Title:	Senior Content Coordinator	PCN:	
Department/School:		Location/ Address:	75 Calhoun Street
Reports to(Title only):		Work Hours	8 am to 4:30 pm
Salary/Position Category:	☐ Non-Certified Administrator ■ Certified Administrator ☐ Non-Exempt Hourly ☐ Teacher		
Position type/ Grade (to be completed by HR)		Position # of days	
Travel Required	Yes	FLSA Status	■ Exempt ☐ Non-exempt

Job Description

JOB PURPOSE/REASON:

The Senior Content Coordinator provides leadership and strategic direction in developing, implementing, and evaluating a comprehensive curriculum. The position supports educators and school leaders in improving instructional practices and student achievement through curriculum design, professional learning, data-driven instruction, and alignment with state standards. This role also supervises and provides coaching and support to district content facilitators to ensure consistency and excellence in curriculum implementation and instructional support.

REQUIRED QUALIFICATIONS:

EDUCATION: ☐ High School Diploma or Equivalent   ☐ Associate's Degree   ☐ Bachelor's Degree
■ Master's Degree   ☐ Other

EXPERIENCE & TRAINING:

Minimum Qualifications
● Master's degree in Education.
● Minimum of five years of experience in instruction, curriculum development, or instructional leadership.

LICENSING/CERTIFICATION:
Possess or eligible for SC certification in Early Childhood, Elementary or appropriate content area.

OTHER SKILLS/REQUIREMENTS:
● Deep understanding of the applicable state standards and best practices in instruction.
● Experience with instructional coaching and delivering professional development.
● Proficiency in data analysis and using data to inform instruction.
● Excellent collaboration, communication, and organizational skills.
● Familiarity with technology integration in instructional practices and assessment.

PREFERRED QUALIFICATIONS:

SC certified mentor or an out of state equivalent

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: _____ # of non-exempt/classified   3+ # of exempt/administrators/teachers
Indirect Reports: _____ # of non-exempt/classified   _____ # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

Essential Duties & Responsibilities:
Curriculum Development and Alignment:
● Provides direction and leadership in developing a comprehensive curriculum, including scope and sequence documents, pacing guides, units of study, and formative assessments.
● Ensures the curriculum aligns with the applicable state standards.
● Builds coherence and alignment across all grade levels.

Instructional Support and Implementation:
● Provides leadership in designing rigorous, standards-aligned lessons and supports the implementation of effective instructional practices.
● Supports instructional practices aligned to district goals and priorities.

Professional Learning:
● Develops and facilitates district- and school-based professional learning for administrators, teachers, instructional aides, and parent volunteers.
● Designs targeted professional learning to raise instructional performance and student achievement.
● Conducts professional development sessions based on data trends, instructional observations, student work, and assessment results.

Job-Embedded Support:
● Provides job-embedded coaching and support to teachers and school leaders through observations, modeling, co-teaching, and co-planning.
● Supports teachers in implementing and modifying curriculum materials to improve instructional outcomes.
● Assists in creating and sustaining professional learning communities and collaborative planning models.

Instructional Resources and Technology:
● Coordinates selecting and procuring instructional materials, textbooks, equipment, and resources to support curriculum standards.
● Utilizes instructional technology to deliver, assess, and enhance teaching and learning.

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

Assessment and Data Use:
● Assists with the development of district benchmark assessments.
● Analyzes state, district, and classroom-level assessment data to identify trends and make instructional recommendations.
● Collaborates with teachers and administrators to establish protocols for analyzing student work and planning interventions.

Leadership and Collaboration:
● Assists with the development of district benchmark assessments.
● Analyzes state, district, and classroom-level assessment data to identify trends and make instructional recommendations.
● Collaborates with teachers and administrators to establish protocols for analyzing student work and planning interventions.

Compliance and Additional Duties:
● Ensures instructional practices and resources comply with state and federal education guidelines.
● Stays current with research-based instructional strategies and curriculum education trends.
● Participates in relevant professional learning opportunities, seminars, and conferences.
● Performs other instructional duties as assigned.

SECONDARY POSITION RESPONSIBILITIES

PHYSICAL/MENTAL REQUIREMENTS:

● This position operates in a professional office and school setting. Some travel between school sites may be required.
● Occasional evening or weekend work may be necessary for professional development sessions or meetings.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head		Date	
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources		Date	