

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Curriculum Coordinator <i>IMPACT Center</i>
JOB CLASS CODE:	0230
CLASSIFIED/CERTIFIED:	Certified
REPORTS TO:	IMPACT Center Director
SALARY SCHEDULE:	Certified Salary Schedule <i>Salary based on Rank and experience</i>
FLSA STATUS:	Exempt

REQUIRED QUALIFICATIONS

Master's degree
Current Kentucky Teacher Certificate with minimum of three (3) years successful teaching experience
Supervisor of Instruction or Consultant Certificate
Demonstrated capacity for training others, utilizing a variety of strategies to develop an instructional program consistent with the Assessment Program, District Technology Plan, Consolidated Plan, and Career and Technical Education Pathways

DESIRED QUALIFICATIONS

Knowledge of the District Core Curriculum and Career and Technical Education pathways
Knowledge of Comprehensive School Improvement planning
Knowledge of research-based, instructional strategies that engage students at high levels with an emphasis on integration of academic, technical, and leadership competencies
Knowledge of the use of various authentic assessment tools and practices
Knowledge of best practices in adult and student learning styles and techniques
Ability to analyze data and adjust processes accordingly

SCOPE OF RESPONSIBILITIES

The Curriculum Coordinator will assume primary responsibilities for project development & integration, with an emphasis on designing and integrating innovative curriculum, instructional frameworks, and interdisciplinary project-based learning (PBL) models that align with the center's mission. Provides visionary leadership to blend competency-based education, project-based learning, and student leadership development through cohesive, forward-focused learning experiences. Supports program systems and plays a critical role in operational planning, implementation, and monitoring to promote implementation and ongoing success of the IMPACT Center.
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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops and refines curriculum with an intentional focus on PBL(Project-Based Learning), competency-based instruction, interdisciplinary academies, content integration, student leadership development, and CTE (Career and Technical Education) competencies.
Researches, implements, and models best practices in personalized learning, authentic assessment, and performance-based assessments, including creation of rubrics, assessments, and capstone, real-world projects and applications.
Develops flexible learning pathways within interdisciplinary academies to promote student progress based on content mastery as opposed to solely seat time.

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Serves as a mentor and instructional coach to provide technical assistance and/or consultation to instructional staff with an emphasis on effective classroom instruction and implementation of the Center's innovative educational practices.
Engages in structured leadership training and ongoing professional learning, including attendance at relevant state and national conferences.
Assists with the development, planning, and implementation of professional learning activities for faculty and staff.
Engages in collaborative planning with district leadership, Center staff, and community/business and industry partners to advance the vision and mission of the Center.
Advances entrepreneurial ventures and financial sustainability of the Center through development of initiatives, student-based enterprises, and community/business partnerships relevant to the Center's goals.
Supports operations and systems by contributing to and providing input on key structures, student support systems, leadership development frameworks, behavioral expectations, and digital and technical learning environments.
Fosters a PLC (Professional Learning Community) model to promote collaboration among Center faculty, staff, students, and stakeholders.
Maximizes stakeholder engagement and advocacy by engaging with community partners; communicating Center mission and goals; providing feedback regarding student recruitment, enrollment, and performance-based admission criteria; and creating and supporting a community advisory board representative of Center stakeholders.
Maintains an extensive marketing and media presence of the Center by developing materials, videos, and social media content; assisting with the design and publication of multimedia materials and student recruitment packets and processes; generating a storytelling narrative to promote the Center and engage stakeholders; and planning and implementing relevant events to generate community awareness and support.
Assists in obtaining and maintaining the physical and equipment resources to provide hands-on learning experiences, competency-based assessments, industry-standard equipment, and student-centered learning spaces and collaborative work environments.
Demonstrates a commitment to the Center's success through meaningful completion of structured advisory work and training; engagement in ongoing planning and curriculum development; continuous collaboration with school and district leadership; and consistent attitude of innovation, leadership, and student-centered learning.
Designs and implements structures to seamlessly integrate leadership, innovation, and career preparation through structured project timelines, implementation guides and resource toolkits; student advisory structures, mentorship programs, and coaching models; flexible scheduling models to maximize student learning and industry engagement; alignment with corporate standards for dual credit, business/industry certifications, and internships; and integration of Franklin Covey Life-Ready Leadership certification and related micro-credentials.
Performs other duties as assigned by the Center Director, Assistant Superintendents, and/or Superintendent or his/her designee.

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary, extended employment, and/or supplement shall be commensurate with the adopted certified personnel salary schedule and supplement schedule. Leave accrual will be as stated in Board Policy.

EVALUATION

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Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of certified personnel. Evaluations will be conducted by the Director with input from other District Leadership.

03/13/2025 WCBE

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date