

TIFFIN CITY SCHOOLS

244 S. MONROE ST. TIFFIN OH. 44883



Date: _____

Employee: _____

Position: Curriculum Coordinator

Reports to: Superintendent and/or Designee

Employment Status: Regular/Full-time

Contract: 215 days

FLSA Status: Exempt

Description: The Curriculum Coordinator supports the Director of Teaching and Learning in the daily implementation, coordination, and support of the district's curriculum, assessment, and instructional programs. This role is action-focused, emphasizing curriculum delivery, staff support, assessment coordination, data analysis, and day-to-day instructional effectiveness across grade levels. The Curriculum Coordinator also leads the district's testing and assessment program and works directly with administrators and teachers to ensure aligned, rigorous, and effective instruction.

Essential Functions:

- Support the implementation of the district's curriculum across grade levels and content areas.
- Support the building intervention programs in alignment with research and best practices.
- Coordinate the district-wide testing and assessment program, including state testing, benchmark assessments, and local assessments.
- Manage assessment logistics (ordering, scheduling, working with the BTC's to secure testing environments when necessary, data entry/retrieval, TIDE management) and ensure compliance with all state and federal testing mandates.
- Ensure quality professional development and technical assistance for staff on curriculum resources, instructional strategies, and assessment tools.
- Analyze student achievement data and work with school teams to identify instructional strengths and areas for growth.
- Assist in developing and revising curriculum guides, pacing documents, and resource alignment tools.
- Assist the Director of Teaching and Learning in preparing for and leading DLT meetings.
- Participate in instructional rounds, classroom walkthroughs, and observation cycles to provide feedback and coaching support, in collaboration with building leadership.
- Coordinate the process for selection, implementation, and support of instructional materials and digital tools in alignment with the District Curriculum Review Cycle.
- Serve as a liaison between the Director of Teaching and Learning and building-level staff to ensure consistent communication and implementation of district initiatives.

TIFFIN CITY SCHOOLS

244 S. MONROE ST. TIFFIN OH. 44883



- Support building leaders and BLT's in the accountability process for reporting on goals and action steps through the One Plan process.
- Assist on the district and building level with the One Needs Assessment and One Plan.
- Support vertical and horizontal articulation of curriculum through participation in and facilitation of grade-level and departmental meetings.
Collaborate with the Student Services department and building level teams to ensure that instructional practices meet the needs of all learners.
- Coordinate the training and use of formative assessment tools and platforms.
- Assist with coordination of Title I supervision throughout the district.
- Assist with the creation and launch of Electronic Learning Logs as an internal data warehousing system.
- Help support the MTSS process in buildings, including screening and diagnostic assessments, data team meetings, etc.
- Obtain quotes for curricular resources, using prudence in decisions impacting the curriculum budget.
- Oversee grade card revisions as needed.
- Maintain documentation and records related to curriculum and testing for compliance and auditing purposes.

Other Duties and Responsibilities:

- Willingness to work occasional non-standard hours (e.g., early morning PD setup, after-hours meetings).
- Respond to staff and administrator questions and requests in a timely and professional manner.
- Provide support for curriculum-related grant implementation or reporting.
- Perform additional duties as assigned by the Director of Teaching and Learning or Superintendent.

Qualifications:

- Valid Ohio Administrative license.
- Experience in K-12 teaching; leadership or instructional coaching experience preferred.
- Strong knowledge of curriculum development, assessment practices, instructional strategies, and data analysis.
- Proficiency in technology for data management, instructional tools, and communication.
- Excellent interpersonal and organizational skills.
- Ability to work collaboratively with educators, administrators, and support staff.
- Clear FBI/BCI background report.

Working Conditions:

- Frequent travel within the district.
- Ability to lift materials up to 25 pounds.
- Occasional exposure to challenging student or testing environments.
- Frequent sitting, standing, walking, and technology use.

TIFFIN CITY SCHOOLS

244 S. MONROE ST. TIFFIN OH. 44883



This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent and Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature and Date