Sparta Area School District

Article 260- Coordinator of Curriculum, Instruction, and Assessment

Selection and Status – The Board of Education shall contract the Coordinator of Curriculum, Instruction and Assessment on a twelve month basis. The term of the contract shall be congruent to state statues and the salary and benefits shall be negotiated.

The Coordinator of Curriculum, Instruction, and Assessment shall be certified by the Wisconsin Department of Public Instruction for the position. Desired background will include successful experience in teaching and curriculum development. Experience in administration preferred, but not required. Special qualifications include deep knowledge of current best curriculum and Wisconsin Department of Public Instruction requirements and recommendations; the ability to build capacity with staff and administrators in instructional strategies and designed to maximize student outcomes; the ability to align various instructional systems and programs to develop a cohesive district-wide instructional framework; the ability to develop concrete, scaffolded action steps to achieve this alignment; and the ability to work in successful collaboration with the Director of Academics and Student Services, other directors, superintendent, principals, and staff.

The Coordinator of Curriculum, Instruction, and Assessment is under the direct supervision of the Director of Academics and Student Services and shall have the following powers, duties, and responsibilities as listed and other such responsibilities and authority as delegated by the Superintendent.

The Coordinator of Curriculum and Instruction shall:

1. Have primary responsibility under the leadership of the Director of Academics and Student Services for comprehensive curriculum development and implementation, including course outlines, resource acquisition and management (e.g., textbooks), and staff development aligned to articulated student outcomes.
2. Serve as the District Assessment Coordinator in collaboration with the District Technology Department.
3. Provide recommendations for budgetary expenditures to the Director of Academics and Student regarding staff development, curriculum, instruction, and assessment.
4. Plan and coordinate student summer school programs, including remediation and enrichment, in cooperation with building administrators.
5. Work with Technology Department to leverage online resources to support curriculum and instruction for students and professional learning for staff.
6. Coordinate assessments across all grade levels to ensure adequate progress monitoring throughout the school year.
7. Coordinate student achievement data, including state report cards and internal assessments.
8. Communicate student achievement data to internal audiences and external public, including state report cards, internal assessments, and data using other school districts in the state.
9. Have primary responsibility under the leadership of the Director of Academics and Student Services for compliance with local, state, and federal directives pertaining to curriculum, instructional improvement, remediation and enrichment programs, and staff development.

10. Serve as liaison between local business partners and educational agencies, including Western Technical College to establish effective CTE programs and partnerships.

11. Promote positive climate and culture for learning.

12. Perform other duties as assigned by the Superintendent or Director of Academics and Student Services.

Legal Reference:

Cross Reference:

Adopted: April 24, 2018

Revised: