This position reports to the deputy superintendent and is assigned the responsibility for providing instructional leadership and support in the district that creatively helps to achieve KTC’s mission and goals. The Organizational & Instructional Development Coordinator will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES:
Duties & responsibilities are not all inclusive but may include the following:

- Serve as district liaison for curriculum development and review by coordinating activities with instructors, staff and administrators within KTC, as well as other educational institutions and business entities.
- Provide leadership in the development, implementation and review of the district’s comprehensive professional development plan.
- Provide leadership and instructional support for New Teacher/Mentor Induction Program, Teacher Certification/Preparation and Nationally Board Certified Teachers.
- Provide leadership in the development, implementation and review of the district’s staff and faculty evaluation process.
- Provide leadership in the development, implementation and evaluation of the district and campus continuous School Improvement Plans.
- Coordinate the review, assessment, justification and selection of current and future pathways, career majors and course offerings to meet gainful employment and disclosure requirements.
- Manage and maintain the sequential curriculum database for Career Clusters, Pathways, Career Majors, Courses and Syllabi.
- Assist the district with the acquisition of appropriate textbooks, instructor guides and other instructional materials and equipment.
- Provide leadership and oversight of Administrative Reviews, Program Reviews and Program Certifications.
- Provide leadership and oversight of college alliances, accreditation, special initiatives and the transition to common core curricula.
- Prepare an annual budget for expenditures.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the goals of the district.

Incumbents in this position should possess strong communication skills, organizational skills, the ability to coordinate multiple projects concurrently with minimal supervision, and to effectively present information and respond to questions from district staff, marketing professionals, and the general public. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evenings as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Bachelor’s Degree, Master’s Degree preferred, in the area of education, public administration or equivalent. Five (5) years experience in curriculum development, vocational/technical education, school administration; or a combination of equivalent experiences.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.

Revised/Adopted: 01/10/2012