

# Curriculum Coordinator

<b>Reports to:</b>	Academic Director
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## GOAL IN THE AREA OF CURRICULUM

To collaborate and coordinate with the administration all steps to be taken with regards to the continuous improvement and alignment of the La Paz curriculum. This includes, but it is not limited to:

- Support the administration in the adoption of tools that facilitate the improvement, articulation and revision of the curriculum
- Assist faculty in the use of the curriculum tools adopted by the school
- Assist faculty in the implementation of good practices to improve learning and prepare students for the IB Diploma Programme: teaching strategies that reflect Critical Thinking, the IB aims and the approaches to teaching and learning
- Support the General Director and Principals in the design of the annual professional development program
- Participate in the design, implementation and evaluation of La Paz continuous improvement plan (CIP)
- Coordinate the implementation and evaluation of the IB curriculum
- Guide the decision-making process based on assessment data.
- Lead La Paz continuous improvement process in all matters related to the curriculum.

## DUTIES AND RESPONSIBILITIES IN THE AREA OF CURRICULUM

Among the duties of the position, the Curriculum Coordinator will be expected to:

1. Chair curriculum committees

2. Lead the curriculum revision cycle and support the administrators and faculty with:
  1. Vertical and horizontal articulation of the curriculum
  2. Review of instructional and assessment practices including standardized testing
  3. Design of curriculum units
  4. Design of interdisciplinary units/projects
3. Maintain up to date curriculum documents
4. Collaborate with the technology teacher to integrate technology in the curriculum
5. Research on latest curriculum development trends and recommend appropriate innovative practices to be incorporated in the La Paz curriculum
6. Communicate clearly with all La Paz constituents as needed
7. Coordinate professional development activities and their linkage to curriculum and instructional needs, making recommendations for improvement as appropriate
8. Collaborate with the General Director in the fulfillment of accreditation processes as related to the curriculum and data-based decision-making practices
9. Collaborate with the Principals in fulfillment of all curriculum requirements
10. Support the Administrators with the teacher appraisal process
11. Develop and implement a curriculum orientation, training and mentor program for new staff members
12. Make curriculum presentations as needed
13. Perform additional related duties as needed by the institution
14. **Inclusion of Differentiation Strategies:** Support teachers in incorporating differentiation techniques to meet diverse student needs, including students with special educational needs or language barriers.

- 15. Comprehensive Assessment Practices:** Guide the development and implementation of formative, summative, and performance-based assessments that align with curriculum goals.
- 16. Data Visualization and Reporting:** Create user-friendly formats for sharing assessment data to stakeholders, enabling more effective communication of outcomes.
- 17. Student Voice in Curriculum Development:** Incorporate feedback from students regarding their learning experiences to refine curriculum practices.
- 18. Future-Focused Education Trends:** Act as a liaison between the school and educational thought leaders, keeping the institution ahead of trends like AI, sustainability education, and global citizenship.
- 19. IB Continuity Across All Levels:** Ensure IB philosophy and principles are embedded not just in the Diploma Programme but throughout the entire school curriculum.