



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Curriculum Facilitator **Wage/Hour Status:** Exempt
Reports to: Campus Principal **Pay Grade:** Instructional Administrative/Professional
103 Schedule
Dept./School: Middle School (\$53,561.25 - \$75,503.25)
Initiated Date: May 3, 2004
Revised Date: June 30, 2011

District Primary Purpose: To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: To assist the principal in coordinating and organizing all campus testing and reviewing and compiling all federal monthly reports and PEIMS Reports.

Qualifications:

Education/Certification: Mid-Management Certificate, Standard Principal Certificate
Master's Degree from accredited university
Three years classroom teaching experience
PDAS/ILD Certified

Experience/Knowledge Knowledge in effective school research. Principals of accreditation standards and Texas Education Agency requirements in administration of public schools.
Knowledge of: Teaching techniques and methodology, curriculum, PEIMS requirements, personnel management, State testing requirements and mandates, and state and local policies.

Major Responsibilities and Duties:

1. Assist in implementing State Bilingual, Title I Regular, Title I Migrant and special funded programs.
2. Provide technical assistance and program direction to all personnel involved in the implementation of the district's core curriculum and all supplemental programs.
3. Assist in identifying and maintaining auditable data on students being served.
4. Assist in reviewing and compiling all federal monthly reports and PEIMS reports.

5. Assist in identifying curricular concerns and inform the campus principal of such concerns.
6. Utilize all current assessments data to improve the delivery of instruction in the classroom.
7. Participate in development and evaluation of educational programs.
8. Assist principals to develop, maintain and use information systems to maintain records and to track progress on student achievement.
9. Comply with federal and state laws, State Board of Education rules and board policies.
10. Participate in professional development to improve skills related to job assignment.
11. Coordinate, organize and guide all faculty members through local and state assessments.
12. Attend all district test coordinator's meetings and special program meetings.
13. Account for all test administration manuals, test booklets and answer documents for sufficiency.
14. Ensure confidentiality and follow test security procedures daily (monitoring) while tests are in building. Check in and count testing materials on a daily basis during testing.
15. Return all testing material to the appropriate centers for shipping and grading.
16. Distribute test results in a timely manner to ensure appropriate student placement.
17. Perform other related duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Occasional district and statewide travel; frequent prolonged and irregular hours.

POSITION WORKING DAYS: 207 Days

DATE POSTED:

DEADLINE: Until filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____