



Brooks-DeBartolo Collegiate High School

11602 N. 15th Street - Tampa, FL 33612

office phone: 813.971.5600

JOB DESCRIPTION: Curriculum Coordinator

General Summary:

The Curriculum Coordinator assists the director in designing, implementing and assessing the academic program of the school.

Essential Duties & Responsibilities:

- Serves as the school administrator in the absence of the Executive Director
- Supervises the preparation of student schedules
- Aids in the planning and implementing faculty professional development activities
- Councils with teachers in regard to their daily work
- Works with faculty in compiling annual budget requests
- Coordinates community social service resources as needed
- Oversees follow up support for attendance issues
- Gathers, analyzes and shares student data with faculty and parents
- Responds to parents concerning all phases of student education
- Makes preparations for necessary emergency and safety procedures
- Composes written reports to the director and Governing Board
- Develops a faculty procedures handbook
- Performs other functions as may be necessary for the proper functioning of the school

Qualifications: The curriculum coordinator selected for the BDCHS will meet the Florida definition of highly qualified teachers. The three criteria set forth by this definition are:

- A bachelor's or high degree from an accredited or approved institution.
- A valid full state certification.
- Subject matter competency for each core academic subject assigned.

In addition, the curriculum coordinator should have demonstrated experience in providing leadership to high school education programs. Although not required, a masters degree in a secondary education content area or educational leadership is preferred.

Competitive salary along with an excellent benefits package which includes the following: medical, retirement and sick leave.