



INSTRUCTIONAL COORDINATORS

JOB DESCRIPTION

Instructional coordinators, also known as curriculum specialists, staff development specialists, or directors of instructional material, play a large role in improving the quality of education in the classroom. They develop curricula, select textbooks and other materials, train teachers, and assess educational programs in terms of quality and adherence to regulations and standards. They also assist in implementing new technology in the classroom. Instructional coordinators often specialize in specific subjects, such as reading, language arts, mathematics, or social studies. Instructional coordinators evaluate how well a school or training program's curriculum, or plan of study, meets students' needs. They research teaching methods and techniques and develop procedures to determine whether program goals are being met. To aid in their evaluation, they may meet with members of educational committees and advisory groups to learn about subjects—English, history, or mathematics, for example—and to relate curriculum materials to these subjects, to students' needs, and to occupations for which these subjects are good preparation. They also may develop questionnaires and interview school staff about the curriculum. Based on their research and observations of instructional practice, they recommend instruction and curriculum improvements.

EXPERIENCE & SKILLS

- Strong interpersonal skills
- Organization/Coordination
- Decisiveness
- Communication
- Technical proficiency
- Innovation

EDUCATION & TRAINING

The minimum educational requirement for instructional coordinators is a bachelor's degree, usually in education. Most employers, however, prefer candidates with a master's or higher degree. State licensing is necessary for instructional coordinators in public school systems, although specific requirements vary by State. In some States, a teaching license is needed, while in others instructional coordinators need an education administrator license. Instructional coordinators should have training in curriculum development and instruction, or in the specific field for which they are responsible, such as mathematics or history. Instructional coordinators must have a good understanding of how to teach specific groups of students, in addition to expertise in developing educational materials. As a result, many persons transfer into instructional coordinator jobs after working for several years as teachers. Work experience in an education administrator position, such as principal or assistant principal, also can be beneficial. Helpful college courses may include those in curriculum development and evaluation, instructional approaches, or research design, which teaches how to create and implement research studies to determine the effectiveness of a given method of instruction or curriculum, or to measure and improve student performance. Moreover, instructional coordinators usually are required to take continuing education courses to keep their skills current. Topics for continuing education courses may include teacher evaluation techniques, curriculum training, new teacher induction, consulting and teacher support, and observation and analysis of teaching.

SALARIES

Entry level: \$35,940

Average: \$48,790

Advanced: \$65,040

EMPLOYMENT & ADVANCEMENT PROSPECTS

Employment of instructional coordinators is expected to grow 27% or more for all occupations through the year 2014. Over the next decade, instructional coordinators will be instrumental in developing new curricula to meet the demands of a changing society and in training the teacher workforce. Although budget constraints may limit employment growth to some extent, a continuing emphasis on improving the quality of education is expected to result in an increasing demand for these workers. Also, as an increased emphasis on accountability at all levels of government causes more schools to focus on improving educational quality and student performance, growing numbers of coordinators will be needed to incorporate the standards into existing curricula and make sure teachers and administrators are informed of the changes. Opportunities are expected to be best for those who specialize in subject areas that have been targeted for improvement by the No Child Left Behind Act—namely, reading, math, and science.

RELATED OCCUPATIONS

- Teachers
- Counselors
- Educational Administrators
- Human Resources

REFERENCES

Information on requirements and job opportunities for instructional coordinators is available from local school systems and State departments of education.

