Job Description

Job Title:	Curriculum Coach Reading and Writing – Program Quality and Workforce Readiness	**Grade:**	BA
Department:	College & Career Readiness	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The College and Career Readiness Curriculum Coach Reading / Writing exists to provide instruction and significant coaching to instructors on curriculum development, implementation and evaluation.

Characteristics Duties and Responsibilities:

1. Coordinates curriculum development and revision that integrates technology and is articulated to College and Career Ready Standards.
2. Works with teachers to plan, develop and or select instructional materials.
3. Teaches up to two classes per semester; plans and organizes instruction in ways that maximize student learning.
4. Monitors job outlook for students in related program and adapt curriculum to reflect changes.
5. Contributes to the selection and development of instructional materials in accordance with course objectives.
6. Uses technology to enhance teaching and the educational experience when appropriate.
7. Coordinates and serves as a liaison with eLearning to ensure online and hybrid delivery meets CPCC quality standards.
8. Maintains regular communication with CCR program coordinators on a regular basis regarding curriculum development progress, implementation and delivery.
9. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Associate Dean or Director
Direction Given: No authority or responsibility for the supervision of other employees

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Reading, Language Arts, Writing Education or related field and at least two years of professional experience in adult education and/or curriculum development

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. April 2014

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Preferred Requirements:

- Master's Degree from a regionally accredited institution in Adult Education, Reading, Language Arts, Writing Education, or Curriculum Design
- Five years of professional experience in Adult Education
- Experience in teaching or developing curriculum for Adult ESL
- Excellent oral and written communication skills
- Knowledge and/or experience with contextualized curriculum development

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of Microsoft Office Products

Blackboard and Moodle experience

Ability to asses and analyze students and provide solutions

Ability to communicate effectively, both orally and written

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical Office Environment

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