

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3915600

Curriculum Content Coordinator, Grade 22

Brief Description of Class

Curriculum Content Coordinators function as content and program experts, responsible for instructional program development and implementation and monitoring of activities within a specific content area in which the program exists.

These positions are classified at the Department of Corrections and Community Supervision (DOCCS) and the Office of Children and Family Services (OCFS).

Distinguishing Characteristics

Curriculum Content Coordinator: full performance level; functions as an agency-wide content and program expert in their particular areas of certification; performs professional duties in support of the expansion and improvement of course content in instructional areas, ensuring alignment with New York State education standards; development of new teaching techniques; development and improvement of competency of teaching professionals; and development and revision of agency policy directives as they apply to the program.

Illustrative Duties

Curriculum Content Coordinator

Develops and delivers the appropriate ongoing and sustained professional development in key areas regarding curriculum, pedagogy, and instructional data.

Develops and delivers workshops on highly effective teaching practices.

Works with administrators and teachers to plan, implement, and evaluate teaching and learning practices.

Assists with the development of systems to collect and analyze data and prepares reports.

Assists with the integration of technology to leverage teaching and learning.

Coaches, mentors, and motivates teachers by developing and maintaining relationships with staff in their department/discipline to ensure necessary information and resources are available to support the education staff on each site.

Monitors student progress and examines student outcomes relative to the goals of developing curriculum and instruction that is aligned with State learning standards.

Assists staff with creating and maintaining curriculum maps.

Conducts regular site visits to observe instruction; provides guidance to teachers as needed.

Minimum Qualifications

Curriculum Content Coordinator

Open Competitive: three years of satisfactory full-time experience, or its equivalent, in one or a combination of the following: (1) state-wide or district-wide curriculum development and/or (2) teaching remedial reading, remedial mathematics, special education, social studies, science, or ELA; AND possession of New York State permanent/professional teacher certification in mathematics, reading, special education, social studies, science, or ELA.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 2/2024

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