

**Instructional Leader (Curriculum Coordinator / Master Teacher)**  
**Preschool Expansion Program**  
**Sample Job Description**

Purpose: The instructional leader will support classroom education staff (teachers and teacher assistants) to refine their practices, improve instructional quality and achieve mastery as early childhood professionals.

Key activities:

Curriculum

- Ensure that the program selects a high-quality curriculum in alignment with the Illinois Early Learning Standards.
- Manage program implementation of selected curriculum, assessment tool and any supplemental materials. Align program practices and standards to support quality implementation.
- Coordinate teacher training and professional development on selected curricula.
- Provide support to classroom education staff in creating lesson plans that are faithful to the curriculum and developmentally appropriate. Review lesson plans and provide teachers with timely feedback and recommendations.

Professional Development

- Collaborate with classroom education staff to develop individual professional development plans for each staff member.
- Identify professional development opportunities offered by funders, regional professional development providers and others that align to teaching staff goals and needs.
- Develop and facilitate a professional learning community focused on instructional excellence.

Observation and Coaching

- Conduct regular observation in all assigned classrooms and maintain records.
- Engage education staff in individual and group reflective coaching to discuss observations and develop a plan to strengthen challenging areas and build on areas of strength.
- Support peer observation and learning between classrooms/sites.

Instructional Quality

- Participate in professional development opportunities, including workshops and conferences, to bring new and emerging best practices into the program.
- Identify resources and materials that will support instructional quality and integrate them into program practices.
- Develop internal systems and procedures that advance instructional quality

Qualifications:

- Bachelor's degree in child development or early childhood education. Master's degree or Illinois Professional Educator License preferred.
- Experience as an early childhood educator and experience as a coach or supervisor of educators preferred.
- Commitment to supporting at-risk families.
- Cultural and linguistic competency appropriate to service area.

SAMPLE