

Instructional Coordinators

SOC: 25-9031 • Career Profile Report

■ Key Facts

\$74,720 Median Salary	232,600 Employment	+1.0% Growth Rate
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■ Requirements & Salary Range

Education: Master's degree

■ Automation Risk Assessment

Low Risk - 10.0% probability of being automated in the next 10-20 years.
This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■ Work-Life Balance

6.5/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.8/10	Investigative	6.6/10
Artistic	7.6/10	Social	9.4/10
Enterprising	5.2/10	Conventional	6.0/10

■ Top Skills Required

Analytical skills, Communication skills, Decision-making skills, Interpersonal skills, Leadership skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Instructional Coordinators typically perform the following tasks:

- Observe work of teaching staff to evaluate performance and to recommend changes that could strengthen teaching skills.
- Plan and conduct teacher training programs and conferences dealing with new classroom procedures, instructional materials and equipment, and teaching aids.
- Interpret and enforce provisions of state education codes and rules and regulations of state education boards.
- Conduct or participate in workshops, committees, and conferences designed to promote the intellectual, social, and physical welfare of students.
- Advise teaching and administrative staff in curriculum development, use of materials and equipment, and implementation of state and federal programs and procedures.
- Advise and teach students.
- Recommend, order, or authorize purchase of instructional materials, supplies, equipment, and visual aids designed to meet student educational needs and district standards.
- Update the content of educational programs to ensure that students are being trained with equipment and processes that are technologically current.
- Address public audiences to explain program objectives and to elicit support.
- Research, evaluate, and prepare recommendations on curricula, instructional methods, and materials for school systems.
- Prepare grant proposals, budgets, and program policies and goals or assist in their preparation.
- Prepare or approve manuals, guidelines, and reports on state educational policies and practices for distribution to school districts.
- Coordinate activities of workers engaged in cataloging, distributing, and maintaining educational materials and equipment in curriculum libraries and laboratories.
- Adapt instructional content or delivery methods for different levels or types of learners.
- Analyze performance data to determine effectiveness of instructional systems, courses, or instructional materials.
- Assess effectiveness and efficiency of instruction according to ease of instructional technology use and student learning, knowledge transfer, and satisfaction.
- Conduct needs assessments and strategic learning assessments to develop the basis for curriculum development or to update curricula.
- Define instructional, learning, or performance objectives.
- Design instructional aids for stand-alone or instructor-led classroom or online use.
- Design learning products, including Web-based aids or electronic performance support systems.