

## Curriculum and Materials Development Coordination Office: Role Description

The Curriculum and Materials Development Coordination Office is primarily responsible for procuring the materials to be used throughout the academic year and for carrying out curriculum development work.

### Duties of the Coordinator

1. Allocate responsibilities within the Office and determine which instructor is responsible for which skills course.
2. Ensure an equitable distribution of tasks; be accountable for the timely completion and quality of all work undertaken.
3. Hold regular meetings with members of the Office and report the outcomes to the relevant Vice Director.
4. Review new publications and materials offered by publishers and submit reports on these resources to the relevant Vice Director.
5. All coordinators and officers within the Office are responsible for all activities conducted and for the resulting outputs.

### Responsibilities of Office Staff

1. Review textbooks proposed for the Preparatory Classes, and present to the School administration those that align with the School's educational objectives.
2. Develop the curriculum for the basic, upper-intermediate and academic stages of the Preparatory Classes.
3. Distribute level-appropriate course materials to the instructors teaching those courses.
4. Check resources and materials delivered to the Materials Office and shelve/archive them appropriately.
5. Compile, create and develop supplementary materials for courses delivered within the School (including OZD/common compulsory courses and service courses).
6. Prepare teaching and learning guides (Turkish-English) for the Preparatory Classes.

7. Update and archive all resources and materials held by the unit.
8. Meet the materials needs of instructors across the School, in particular those working with the Assessment Item Development Office.
9. Maintain ongoing communication with instructors teaching in the Preparatory Classes; gather their views and suggestions on course materials and the curriculum; propose improvements; and report the outcomes to the relevant Vice Director.