



COORDINATOR I

DIRECTLY RESPONSIBLE TO

Assistant Superintendent Educational Services, Director of Curriculum & Instruction, or Coordinator II

PRIMARY FUNCTION

To assist the Educational Services Department in the development, coordination, and implementation of District Strategic Plan, curriculum, instruction, student assessment, and categorical programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership to designated program(s), which include any of the following:
 - Curriculum and Instruction
 - English Learner/Alternative Spanish Bilingual Programs
 - Program Evaluation
 - Technology
 - Learning Support
- Assess quality of programs and develop proposals for improvement, including interventions
- Assist with the alignment of state standards, curriculum, supplemental materials, and assessments in area of expertise
- Promote use of effective instructional strategies based on research
- Provide instructional coaching upon request
- Assist in the preparation of local, state and federal grants, reports, and applications
- Cooperate with other members of the Educational Services to assure articulated programs
- Participate in professional activities, conferences, and research to keep abreast of curriculum development, learning theory, and instructional practices
- Assist in developing, planning, and conducting District professional development
- Assist with the development of appropriate District assessments
- Support principals and teachers in areas of assignment
- Attend designated District meetings, including Principals' Council, PAC, CAC, and SCAC
- Develop Governing Board Update articles and Governing Board Agenda documents
- Assist with monitoring program budgets
- As appropriate, respond to parent questions and conduct parent involvement sessions
- Implement District Data Management System as appropriate to area of expertise
- Provide support to Program Improvement Schools
- Plan and coordinate dissemination and implementation of activities through appropriate methods, such as individual contact with principals and teachers, presentations at staff meetings, professional development sessions, communication through email, etc.
- Evaluate/supervise program facilitators and instructional aides as appropriate
- Provide support to categorical programs
- Participate in State Review process and department audits
- Other duties as assigned

IMMEDIATE SUBORDINATES

Clerical and certificated staff as assigned

JOB REQUIREMENTS

- Curriculum and instructional leadership experiences
- Knowledge of State and Federal accountability systems and data analysis
- At least three years successful classroom teaching experience
- Master's degree in Education
- Administrative credential
- Strong interpersonal skills
- Experience with students of diverse learning needs
- Bilingual in Spanish and English, desirable

SALARY

In accordance with Certificated Administrators' Salary Schedule