



## **COORDINATOR OF CURRICULUM AND ACCOUNTABILITY**

### **JOB SUMMARY**

Under the general direction of the Assistant Superintendent of Educational Services, assists with the implementation, accountability, and monitoring of department duties to include but limited to testing and assessments, academic intervention, program improvement, English language learners program compliance, and use of the electronic data management systems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reviews and assists with the development and/or selection of curricula
- Organizes and guides development of District core curriculum maps
- Assists principals and teachers with curriculum mapping
- Provides support and training for staff in the areas of Math and Next Generation Science Standards implementation and assessment
- Provides support to principals to differentiate students' academic needs (enrichment, below grade level, etc.)
- Gathers data and presents recommendations to Management Team, Instructional Leadership Committee, the Board of Trustees, and other groups
- Assists with the implementation and administration of State and local testing programs
- Assists with the writing, monitoring and submitting required reports to state and federal agencies for accountability plans such as the LEA, LCAP, Title III, etc.
- Supervises the implementation of Federal, State, and local grants including evaluation and end-of-year reports
- Monitors and supports program improvement efforts and requirements
- Assists principals, staff and parents in grant writing
- Serves as the liaison between the private schools and the District in providing federal and state mandated support service to private school children
- Serves as a staff liaison for, or as a member of, appropriate committees
- Provides extended curriculum support as needed
- Other related duties as assigned

### **OTHER RELATED DUTIES**

- Provides Key Data Systems support to teachers and administrators
- Acts as the liaison between the District and the San Diego County Office of Education by attending categorical directors' meetings
- Facilitates District English Learner Advisory Committee and District Advisory Committee
- Serves as LEA Administrator for CALPADS and CARS

### **QUALIFICATIONS**

**Knowledge of:**

- Curriculum and effective teaching practices
- Evaluation and assessment practices
- Second Language Acquisition
- Response to Intervention models
- Modern office methods, equipment, and procedures
- District operations, policies, rules, and regulations

**Ability to:**

- Develop and maintain effective working relationships with staff, administrators, vendors, and community members
- Read, interpret and apply complex rules, and regulations as it relates to federal and state program, funding, and assessment information
- Communicate effectively with staff, parents, school sites, community members, and government agencies in both oral and written form
- Train, supervise and support employees
- Present professional development

**Education, Licenses and Other Requirements:**

- Possess valid California Teaching and Administrative Services Credentials
- Bilingual preferred

**Experience:**

- 5 years of successful teaching experience

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Approved: June 23, 2015