

JOB DESCRIPTION

Title:	Coordinator of Professional Development (Common Core State Standards/Literacy)	Reports To:	Director of Curriculum and Instruction
Department:	Educational Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	225 Days
FSLA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input checked="" type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		
			<input type="checkbox"/> Confidential <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860

GENERAL SUMMARY OF DUTIES

Under the direction of the Director of Curriculum and Instruction, the AUSD Coordinator of Professional Development (Common Core State Standards/Literacy) will provide leadership and focus for coordination, articulation, implementation and evaluation of professional development activities for Literacy and Common Core State Standards district-wide.

DUTIES OF THE JOB

- Plan, organize, coordinate and implement all events, tasks and activities for district-wide professional development days *E
- Evaluate and determine professional development needs on a regular basis using quantitative student performance data and qualitative feedback from teachers and members of Educational Services *E
- Provide leadership to align District’s educational programs to Common Core State Standards and increase student achievement and instructional practices *E

**E – Essential Functions*

Coordinator of Professional Development (Common Core State Standards/Literacy)
 Pending Board of Education Approval

- Collaboratively work with Director of Curriculum and Instruction to plan, organize and coordinate support and training of Single Plan for Student Achievement plans *E
- Assist in development of professional learning strategy to develop school leaders (e.g., principals, assistant principals) *E
- Update professional development website and advertise all district-wide sponsored professional development *E
- Provide support to school sites in professional development *E
- Ensure ongoing consistent delivery of high quality workshops and other professional development events on a regular basis that address focus areas of the district *E
- Assist in preparation of state reviews and audits by maintaining professional development data and organizing records of professional development activities *E
- Organize and schedule state-required or other mandated professional development activities *E
- Maintain an inventory of equipment in support of district-wide professional development and evaluate need for professional development materials *E
- Monitor and evaluate consistent and accurate logging of professional development and professional growth hours *E
- Assist with organizing professional development (e.g., Instructional Leadership Team), evaluate professional development needs, plan professional development events and refocus all tasks to reflect district's goal of high quality instruction *E
- Assist in preparation of annual professional development budget that is equitable and focused on addressing professional development geared to achieving district goals
- Evaluate professional development proposals from other AUSD Coordinators for alignment with district's focus areas, quality and consistency of message *E
- Keep current with best practices and research, including Common Core implementation. *E
- Assist in the continued enhancement of the management of Alameda Unified School District by modeling appropriate behavior toward all students and staff *E
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES

- Model effective instructional practices, including culturally relevant strategies
- Understand adult learning theory and best practices in professional development
- Demonstrate deep understanding of California Common Core State Standards
- Understand role of assessment, standards-based accountability and curriculum design
- Use Professional Learning Communities as methodology for continuous improvement
- Understand Response to Intervention (RTI) approach as a means to support best practice interventions for at-risk students
- Demonstrate understanding of program monitoring processes
- Enforce all applicable state and federal laws, codes, policies and procedures
- Contribute to district organization, operations, policies, regulations and procedures
- Show understanding of cultural differences, lifestyle differences, linguistic differences and the educational and social needs of ethnic minority students and children of poverty
- Evidence strong interpersonal skills using tact, patience and courtesy
- Demonstrate up-to-date understanding of management principles and practices including organization, supervision and training
- Demonstrate excellent oral and written communication skills

**E – Essential Functions*

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- Demonstrate competency in use of a computer and current job-related software
- Understand and be familiar with Single Plan for Student Achievement (SPSA) process
- Develop, implement and monitor school plans and programs focused on successful student outcomes
- Train, supervise and evaluate personnel
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Compile and verify data; prepare comprehensive narrative and statistical reports
- Read, interpret, apply and explain standards, rules, regulations, policies and procedures
- Plan and organize work; meet schedules and timelines
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze situations accurately and adopt an effective course of action
- Operate a computer and use job-related software
- Meet district standards of professional conduct as outlined in Board policy

EDUCATION AND EXPERIENCE

- Valid California Teaching Credential
- Administrative Credential (or administrative certificate of eligibility)
- Five (5) years of increasingly responsible experience as an educational leader
- Master’s degree or coursework equivalent (recommended but not required)

PHYSICAL REQUIREMENTS

Frequency Key: None (1); Occasional - up to 25% of shift (2); intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	1		Lift/carry 0-10 lbs	2
Twist	1		Lift/carry 11-25 lbs	2
Squat	1		Lift/carry 26-40 lbs	1
Kneel	1		Lift/carry 41-100 lbs	1
Climb	1		Stand	2
Reach above shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	2		Repetitive Hand Motions	3
Use Left Hand	2		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER that, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

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