

JOB DESCRIPTION

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| Title: | Coordinator of Instructional Initiatives | Reports To: | Director of Teaching and Learning | |
| Department: | Educational Services | Bargaining Unit: | <input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA | <input checked="" type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented |
| Hours: | Full-time | No. of Work Days: | 225 | |
| FLSA 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 checked="" type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavior Specialist <input type="checkbox"/> Confidential | | <input type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860 | |

GENERAL SUMMARY OF DUTIES

Under the direction of the Director of Teaching and Learning, the Coordinator of Instructional Initiatives will manage (a) implementation of instructional programs; (b) implementation of grants targeted in instructional areas (c) professional development to support staff implementation of curricular programs; and (d) supervision of curriculum coaches. Assists in the monitoring of curriculum adoptions. Assists in instructional program evaluations. In collaboration with Coordinator of Student Assessment, Performance Management and Program Evaluation assists all staff in use of assessments and data to support data-driven decision-making to improve teaching practice, student performance, and program functions. Assists with data collection, analysis, and presentation required for district and site reports on teaching and learning and strategic plans. Communicates regularly with all stakeholders regarding implementation of instructional programs.

DUTIES OF THE JOB

- Supports Educational Services colleagues in design and delivery of professional development of all staff in District instructional initiatives.

- Establishes and maintains clear communication and cooperative working relationships with teachers, staff and administrators through announcements, publications, e-mail, telephone communication and attendance at meetings.
- Coordinates regular meetings to provide ongoing support.
- Keeps informed of developments and updates on district procedures related to areas identified under “Duties and Responsibilities” or others as assigned.
- Assists site administrators in implementing district curriculum and standards.

1. Implementation of Instructional Programs

- Provides leadership in developing implementation plans in the instructional areas of math and science and others as assigned.
- Coordinates the work with teachers and coaches to develop implementation plans in assigned instructional areas.
- Obtains feedback from administrators regarding instructional implementation plans in math and science.
- Coordinates with teachers and Educational Services professional development activities in instructional areas particularly math and science.
- Coordinates with Coordinator of Student Achievement, Performance Management and Program Evaluation in the development of the district’s formative assessment program and metrics that measures student performance in content areas particularly in math and science.
- Coordinates with the Coordinator of Professional Development, CCSS and Literacy in the development of plans that integrate literacy in subject content areas such as math and science.
- Collaborates with the Coordinator of Student Achievement, Performance Management and Program Evolution in the development of program evaluation reports.
- Coordinates with other Educational Services such as TSA in Instructional Technology and Technology Services to develop resources for teachers.
- Assists the Coordinator for Student Achievement, Performance Management and Program Evaluation in the development of student performance metrics for Local Control and Accountability Plan in math and science and other content areas as needed.

2. Professional Learning Communities (PLC)

- Supports the Assistant Superintendent and Director of Teaching and Learning in the development and continuous review of district structures that support the implementation of Professional Learning Communities that improve student performance and refines teaching practices.
- Coordinates the work of the PLCs.
- Provides professional development in coordination with other Educational Services staff in the area of Professional Learning Communities.
- Supports the efforts of teachers’ through-out the district to share their practice with other professionals.

3. Maintain Partnerships with Community-based Organizations

- Maintain collaborative efforts with community organizations focused on improvement of district's instructional programs.
- Use the expertise of community-based organizations to develop instructional plans, e.g. protected classes, science leaders, etc.
- Seek and include teacher input for content area instructional plans.

4. General

- Establishes and maintains clear communication and cooperative working relationships with all staff, community members, and community organizations through appropriate communication channels and attendance at meetings.
- Keeps informed of developments and updates on district procedures related to areas identified under 'General Summary of Duties,' 'Duties of the Job,' and 'Knowledge and Skills.'
- Support selection of core texts and supplemental materials.
- Coordinates meetings as needed to provide support to staff.

KNOWLEDGE AND ABILITIES

- Working knowledge of latest versions of Microsoft Office Suite, Microsoft Windows and AUSD student achievement databases, maintaining current working knowledge of subsequent versions of these software titles.
- Familiar with K-12 Common Core Standards.
- Understands effective practices related to curriculum design, instructional improvement and staff development.
- Good organizational and time management skills.
- Interpersonal skills using tact, patience and courtesy.
- Works quickly and accurately with attention to detail.
- Works well under pressure.
- Communicates and interprets technical issues clearly and effectively to all users of educational software programs.
- Communicates effectively both orally and in writing.
- Establishes and maintains cooperative working relationships with those contacted in course of work.
- Analyzes situations accurately and takes effective action.
- Develops and provides professional development workshops.
- Works effectively with teachers and administrators.
- Initiates, schedules and carries out a complex and diverse work plan.

EDUCATION AND EXPERIENCE

- Valid California Teaching Credential.
- Administrative Credential (or eligibility for administrative credential).
- Ten (10) years teaching experience preferred.
- Three (3) years of experience using educational assessments in a K-12 environment.
- Masters degree or coursework equivalent (recommended but not required).

SUPERVISES

- Classified office technical support and classified employees responsible for assessment duties at school sites and across the district.

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 | 2 | Lift/carry 0-10 lbs. | 2 |
| Twist | 2 | 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 | 2 | Drive | 2 |
| Use Right Hand | 2 | Perform Repetitive Hand Motions | 3 |
| Use Left Hand | 2 | Keyboarding/Mouse Work | 3 |
| Ability to See | 4 | Ability to Hear | 4 |

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