

Coordinator, Instruction & Curriculum Content

Purpose Statement

The job of Coordinator, Instruction & Curriculum Content, is done for the purpose/s of coordinating the research, development, implementation, and assessment of professional learning, instructional guidance, tools, and resources related to a specific content area, that supports schools and districts to implement high quality, standard-based teaching and learning.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, charter schools, etc.) for the purpose of implementing and maintaining coordinated services and/or programs.
- Coordinates and oversees the development of written reports, guidance, tools, and curriculum resources for the purpose of conveying information required to support related content area.
- Coordinates program components including support needs, materials, professional learners, logistical and operational considerations (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting district and/or grant/program needs, guidelines, or requirements.
- Maintains a variety of files and/or records (e.g. budgetary, professional learners, grants, units of study, up-to-date standards, literacy files, etc.) for the purpose of providing up-to-date reference material that complies with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity (e.g. grants, etc.) for the purpose of ensuring that expenses are within budget limits and that fiscal practices are followed.
- Participates in and leads meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements, involving instructional effectiveness or impact, and providing information or guidance to support quality teaching and learning.
- Presents information to district and community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting programs, gaining feedback, and complying with established internal controls.
- Provides technical assistance for the purpose of facilitating effective program learning and implementation.
- Provides discipline-specific leadership and consultation for the purpose of ensuring support and development of quality and sustained professional learning for county school districts.
- Researches, writes, and presents grant information for the purpose of securing funding and engaging in innovative instructional practices and learning opportunities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE:

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: grant administration; district policies and procedures; and issues relating to at-risk youth;

Accounting practices;

Business telephone etiquette;

Codes/laws/rules/regulations/policies;

Knowledge of community resources;

Methods of instruction and training;

Practicing cultural competency while working collaboratively with diverse groups and individuals;

Stages of child development.

ABILITY

To schedule a significant number of activities, meetings, and/or events;

Routinely gather, collate, and/or classify data;

Use basic, job-related equipment;

Analyze data utilizing defined but different processes;

Operate equipment using defined methods;

Work with a significant diversity of individuals and/or groups;

Work with data of widely varied types and/or purposes;

Utilize specific, job-related equipment;

Independent problem solving is required to analyze issues and create action plans;

Problem solving with data requires analysis based on organizational objectives;

Problem solving with equipment is limited;

Specific ability based competencies required to satisfactorily perform the functions of the job

include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions;

Meeting deadlines and schedules;

Working as part of a team;

Working with detailed information/data.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine-finger dexterity.

Generally the job requires extended periods of time sitting, walking, and standing. The job is

performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Four (4) years of increasingly responsible experience conducting professional learning activities, collaborative projects implementation, and program evaluation and assessment; and

Education: Master’s degree in education, educational leadership, or closely related field; or

Equivalency: A combination of education and experience equivalent to a Master’s degree in education, educational leadership, or related field; and four (4) years of increasingly responsible experience conducting professional learning activities, collaborative projects implementation, and assessment.

Required Testing

N/A

Certificates Licenses, Credentials

Valid CA Administrative Services Credential

Valid CA Teaching Credential

Valid CA Driver’s License

Continuing Educ./Training

As needed to maintain required certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 045

Approval Date: 05/2018

Approved by: Executive Director, HR

Revised: 10/2016, 4/2018, 5/2018, 7/2022