



COORDINATOR OF INSTRUCTIONAL SUPPORTS AND ENRICHMENT

Job Description

DEFINITION:

Under the supervision of the Assistant Superintendent of Educational Services, design, and coordinate the implementation of comprehensive and cohesive enrichment and intervention programs to support student achievement; collaborate with district and site staff to maximize data informed supports for students, and develop and facilitate staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and implements, in collaboration with departments and sites, a district-wide Multi-Tiered System of Supports (MTSS) plan that includes academic, behavioral and social-emotional supports, and a high quality pre-referral process.
- Ensures the Enrichment and Intervention Programs are culturally responsive and implemented equitably and with fidelity.
- Provides leadership through data analysis, coaching, innovation, collaboration, conflict resolution and intervention to meet student outcome goals.
- Frequently monitors the quality and effectiveness of intervention plans and provides feedback as needed.
- Promotes collaborative team processes.
- Plans, implements, and coordinates intervention programs including summer programs and intersession.
- Collects and analyzes school data for district level reporting at benchmark times.
- Works with school teams and administrators to establish, review and enhance data collection, analysis, evaluation and reporting processes.
- Assists school teams in establishing decision-making processes for determining when students need interventions (strategic and targeted).
- Researches, identifies, and trains site-based teams in universal screening and progress monitoring instruments to identify students in need of additional assessment and/or support and to analyze their progress.
- Recruits, trains, supervises, and monitors the professionalism and effectiveness of program-specific staff.
- Designs, implements, executes and continuously improves ongoing staff development and collaboration opportunities for all Enrichment and Intervention Program staff.
- Evaluates, reviews, and approves the purchase of all materials and supplies needed in maintaining the Enrichment and Intervention Programs.
- Supervises record keeping as required by the Encinitas Union School District, such as personnel evaluation, program evaluation, fiscal management, student attendance, requisitions, inventories, staff attendance, and program budgets.

- Keeps abreast of new materials, current research trends, techniques and ideas through reading professional materials and attendance at seminars, conferences, workshops within and outside of the district.
- Collaborates with district partners to enhance the student experience in the Enrichment Programs.
- Provides updates to the Board of Trustees regarding the Enrichment and Intervention Programs.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Multi-Tiered System of Supports (MTSS)
- Culturally Relevant Pedagogy
- Universal Design for Learning (UDL)
- Elementary education
- California Common Core State Standards
- Planning, organizing, and directing school programs and services
- Instructional design and implementation of Intervention supports
- Adult Learning Theory
- Academic interventions
- General concepts of child development and child behavior characteristics
- Student behavior management techniques and strategies
- Social emotional learning
- School-based enrichment programs
- Data analysis
- District operations, policies, rules, and regulations
- Record keeping and record management
- Correct English usage, spelling, grammar, punctuations and arithmetic
- Modern office methods, equipment, and procedures

Ability to:

- Demonstrate an equity lens in all aspects of the duties and responsibilities
- Stay current on research and best practices in the area of Multi-Tiered System of Supports (MTSS) plan that includes academic, behavioral and social-emotional
- Communicate effectively with staff, parents, school sites, and community members in both oral and written form
- Collect, analyze and report data
- Recruit, train, supervise and support personnel
- Plan and present professional development
- Develop and maintain cooperative and effective working relationships with staff, administrators, community members, agencies and press
- Work independently with little direction
- Develop project progress reports and/or recommendations
- Write effectively for varied audiences
- Communicate effectively to a variety of audiences

- Direct multiple projects simultaneously
- Perform a variety of complex technical tasks involving use of independent judgment, with accuracy and speed
- Be flexible, patient, and able to work under pressure
- Apply organizational, critical thinking and analytical skills
- Communicate availability of resources to schools
- Work confidentially with discretion
- Proficiently operate computer and standard office equipment
- Maintain regular and consistent attendance

Experience:

- 5 years of successful teaching or Pupil Personnel experience
- Site level leadership experience preferred

Education, Licenses and Other Requirements:

- Possess valid California Teaching or Pupil Personnel Services Credential
- Administrative Credential

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.

OTHER

Possession of an appropriate, valid California driver's license and employee-provided transportation required

Board Approved: May 23, 2023