



JOB DESCRIPTION

Coordinator of Curriculum & Instruction (TK-12)



Reports to:	Assistant Superintendent of Educational Services	Employment Group / Salary Range:	Certificated Administrative
Dept:	Educational Services	FLSA:	Exempt
Annual Work days	205	Formal Review Date: Board Approval Date:	3/27/23 4/03/23

PRIMARY FUNCTIONS

Under the supervision and direction of the Assistant Superintendent of Educational Services, the Coordinator of Curriculum and Instruction (TK-12) is an educational leader responsible for assigned staff, curriculum development/purchases, committees, teacher support/coaching, program evaluation/improvement, professional development, and associated educational services programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Inform and assist the Assistant Superintendent of Educational Services to fulfill the vision and mission and strategic plan of the District.
- Plan, implement, direct, and evaluate the Curriculum & Instruction operations, activities, programs, and educational services to enhance teaching, student learning, and close the achievement gap for all students including low income, English Learners, and foster youth.
- Provide information and guidance in the areas of curriculum, instruction, and assessment.
- Implement new and current curriculum, programs, and systems designed to achieve program goals.
- Assist in the development and monitoring of the Local Control Accountability Plan (LCAP).
- Establish and maintain partnerships with outside agencies to enhance support for the educational services department.
- Monitor State and Federal programs related to Curriculum and Instruction; complete State and Federal reports as required.
- Coordinate and direct resources, personnel, and communications to assure smooth and efficient instructional activities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Provide consultation and technical assistance to faculty, staff, parents, school districts, outside agencies and the public concerning assigned instructional areas and related programs or services.
- Supervise and evaluate the performance of assigned classified and certificated personnel.

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- Interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
 - Assign employee duties and review work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements.
 - Serve as a liaison to coordinate curriculum and instructional programs, services, communications and information between administrators, personnel, school districts, outside organizations, local and State agencies, and the public.
 - Resolve related issues and conflicts in a timely and appropriate manner; refer faculty, students, and staff to instructional resources as appropriate.
 - Assist in the development and implementation of standards, policies, and procedures to enhance the educational effectiveness and operational efficiency of programs and services.
 - Develop, implement, and conduct training and staff development activities concerning assigned instructional programs and services as directed; prepare and deliver oral presentations concerning related principles, standards, guidelines, requirements, practices, procedures, and techniques.
 - Participate in the development of curriculum standards and the preparation, revision, and updating of assigned curriculum and program documents.
 - Provide activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum development and instructional strategies.
 - Coordinate instructional activities to enhance student learning and achievement; direct, monitor and adjust program activities to meet student needs; assist faculty and staff in the preparation and development of learning activities, instructional activities, and lesson plans as directed.
 - Prepare, present, and distribute a variety of reports, documents, correspondence and materials as needed.
 - Prepare and maintain a variety of narrative and statistical records, reports and files related to instructional programs, services, budgets, grants, students, employees, curriculum, attendance, enrollment, mileage and assigned activities.
 - Maintain current knowledge of educational methods, practices and standards related to assigned instructional areas and related laws, codes, regulations, policies and procedures.
 - Attend and conduct a variety of meetings as assigned; attend and participate in various conferences, workshops, councils, committees, and in-services as directed; assist with the development and implementation of various special events and activities.
 - Develop and prepare the annual preliminary budget for assigned instructional programs and services; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.
 - Participate in researching and obtaining grant funds as assigned; compose and prepare related documents and applications; negotiate and maintain related contracts as directed.
 - Other duties and responsibilities consistent to the primary functions may be assigned.

QUALIFICATIONS**Education and Experience**

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Master's Degree (preferred)

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.

KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

- Federal laws, California education code, and board policy related to overall school operations, public employment, and the rights and responsibilities of students and community partners.
- Legal requirements, collective bargaining agreements, board policy, and district procedures related to the hiring, supervision, and evaluation of assigned staff
- Organizational leadership, motivational strategies, and techniques for working with adult staff and community partners.
- California Standards for the Teaching Profession.
- Research-based instructional best practices/activities/strategies.
- The development of an elementary/secondary classroom program to support the goals of the District and the core adopted curriculum.
- Principles, practices, procedures, rules, codes, regulations, techniques, and strategies of District and assigned areas of instruction.
- Classroom procedures which promote appropriate student conduct and motivation for student learning.
- Current trends and research concerning the growth and development of children.
- ELA/ELD framework and standards that support integrated and designated ELD.

Skills and Abilities:

- Speak, read, and write in English fluently at a professional level.
- Write reports and business correspondences.
- Establish and maintain ongoing cooperative and collaborative relationships with school district staff, key public agencies, advisory groups, auxiliary organizations, and other community partners.
- Engage with appropriate professional and academic organizations to remain current and knowledgeable on public policy matters impacting K-12 public education at a local, state, and national level.

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- Read, analyze and interpret assessment data, professional periodicals, professional journals, technical procedures, or governmental regulations/codes/policies.
 - Effectively present information and respond to questions from teachers, students, families, and the public as necessary in a professional setting.
 - Interpret and create a variety of instructions furnished in written, oral, diagram or schedule form.
 - Operate a computer, including word processing, data management software, student information systems, and online virtual platforms.
 - Learn various computer operations and software required for the position.
 - Apply knowledge of current research and theory in the area of specialty.
 - Accomplish assigned tasks in a collaborative manner.
 - Work with a minimum of supervision.
 - Apply interpersonal skills using tact, patience and courtesy.
 - Analyze situations and plan corrective actions.
 - Adapt to changes in daily responsibilities.
 - Maintain accurate records and reports.
 - Read, interpret, and apply rules and procedures.
 - Maintain possession of a valid California Driver License.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed