

PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Coordinator III, Curriculum, Instruction and Assessment

CLASSIFICATION: Certificated Management

REPORTS TO: Director(s) of Elementary and/or Secondary Education

DESCRIPTION:

Under the direction of the Director(s) of Elementary and Secondary Education, the Coordinator III of Curriculum, Instruction, and Assessment is responsible for leading professional development initiatives, supporting the use of assessments to monitor student outcomes, assisting in the identification, adoption, and implementation of high-quality curriculum, and contributing to the development and implementation of the Local Control Accountability Plan (LCAP) and Single Plans for Student Achievement (SPSA). This role ensures that instructional programs align with state standards, close achievement gaps, and enhance equitable access to quality education for all students.

PERFORMANCE RESPONSIBILITIES:

- Designs, delivers, and facilitates professional development programs focused on research-based instructional strategies that improve student learning.
- Supports teachers and administrators in implementing high-leverage instructional practices to enhance student achievement, particularly for marginalized and underserved student groups.
- Provides leadership in differentiated instruction, culturally responsive pedagogy, and Universal Design for Learning (UDL) to ensure inclusive education.
- Assists in aligning professional learning with district initiatives, including Multi-Tiered Systems of Support (MTSS), English Learner strategies, and intervention programs.
- Collaborates with instructional coaches and site leaders to implement teacher capacity-building programs and data-informed instructional decision-making.
- Guides the implementation and analysis of local and state assessments to inform instruction and improve student learning outcomes.
- Provides professional development for teachers and administrators on using assessment data to drive instruction and intervention strategies.
- Assists school sites in developing data analysis protocols that help educators monitor student progress, identify achievement gaps, and implement responsive instructional strategies.
- Supports the integration of formative, interim, and summative assessments into instructional planning to ensure a comprehensive approach to student learning.
- Leads efforts to improve student performance monitoring systems, ensuring assessment equity and accessibility for diverse learners, including English Learners and students with disabilities.
- Assists in the selection, evaluation, and adoption of curriculum materials to align with state content standards and district priorities.

- Works with subject-area committees, teachers, and administrators to review instructional resources and ensure they are culturally responsive and accessible to all students.
- Provides training and support to teachers and instructional staff on implementing new curriculum and instructional programs.
- Ensures that curricular materials and instructional resources are aligned with equity, access, and inclusivity principles.
- Monitors the implementation of newly adopted curricula and provides ongoing feedback and support to improve instructional effectiveness.
- Assists in the development, implementation, and monitoring of the Local Control Accountability Plan (LCAP), ensuring alignment with district and site goals.
- Supports schools in the development of Single Plans for Student Achievement (SPSA) by providing data-driven insights and best practices in goal-setting and instructional planning.
- Works with district leadership to ensure that LCAP and SPSA strategies are effectively implemented and address student learning needs.
- Supports stakeholder engagement processes by providing data, facilitating discussions, and ensuring alignment of plans with district goals.
- Provides professional development for school leaders on aligning LCAP and SPSA goals with instructional best practices and assessment data.
- Perform additional responsibilities as directed by the Director(s) of Elementary and/or Secondary Education to support district initiatives, compliance, and student achievement.
- Examples may include:
 - Assisting with grant applications and compliance monitoring for federal and state funding programs.
 - Supporting site administrators and instructional teams with data analysis and intervention planning.
 - Coordinating special projects related to student achievement, equity, or program evaluation.
 - Facilitating stakeholder engagement events such as community forums, professional learning sessions, or advisory meetings.
 - Providing technical assistance and training to district and site staff on accountability metrics, reporting requirements, or instructional strategies.
 - Participating in district committees or task forces related to continuous improvement, equity, or instructional support.

KNOWLEDGE OF:

- High-quality instructional practices and professional learning models.
- Assessment systems, data analysis, and student progress monitoring strategies.
- Curriculum frameworks, state standards, and instructional materials adoption processes.
- LCAP and SPSA development processes and state accountability systems.
- Multi-Tiered Systems of Support (MTSS), differentiated instruction, and intervention programs.
- Culturally responsive and inclusive instructional practices.
- Adult learning principles and effective professional development design.

ABILITY TO:

- Develop and implement professional development programs that improve student achievement.
- Analyze and interpret student performance data to inform instructional decisions.
- Collaborate with teachers, administrators, and district leadership to drive instructional improvements.
- Facilitate curriculum adoption and instructional program implementation.
- Support school sites in LCAP and SPSA planning and implementation.
- Communicate effectively with diverse stakeholders, both orally and in writing.
- Manage multiple projects and initiatives across school sites.

TRAINING AND EXPERIENCE:

Required:

- Bachelor's Degree in Education, Curriculum & Instruction, or a related field.
- Administrative Services Credential.
- Minimum of five years of teaching experience with increasing leadership responsibilities.

Desirable:

- Master's Degree in Educational Leadership, Curriculum & Instruction, or a related field.
- Experience in professional development, assessment, or curriculum leadership.

LICENSES AND CLEARANCES:

- TB Clearance
- Department of Justice fingerprint clearance.
- Valid Driver's License

TERMS OF EMPLOYMENT:

220 Days, Management/Confidential Salary Schedule

BOARD APPROVED: February 28, 2025