COORDINATOR, CURRICULUM AND INSTRUCTION

Basic function

Under the supervision of the Director, Equitable Learning Systems, provide support services to districts and schools in the areas of mathematics, science, computer science and/or related fields. Support includes assisting teachers, administrators, and other educational partners with developing and enriching effective teaching and learning in these content areas. Support mathematics, science, computer science initiatives and STEAM grants and provide specialized consultation, facilitation, and coaching.

Supervision

Directly responsible to the Director, Equitable Learning Systems.

Representative duties

- Facilitate professional learning in face-to-face, hybrid, and virtual environments with a focus on instructional design to improve teaching and learning.
- Provide direct support to school personnel through planning, meetings, coaching, reflective conversations, and presentations to increase the effectiveness of instructional and structural supports.
- Engage in research and development to anticipate the needs and future focus areas for schools and districts related to mathematics, science, and computer science.
- Develop, implement, and communicate customized work plans for professional learning.
- Research and recommend effective instructional strategies and programs.
- Participate in, coordinate, support, and/or facilitate a variety of meetings, committees, trainings, workshops, conferences and communities of practice.
- Analyze a range of data sources to inform all aspects of planning and implementation.
- Assist districts in the selection and implementation of curricular resources.
- Collaborate with other managers in the Curriculum and Instruction Division to support programs, initiatives, and professional learning.
- Prepare and present reports as requested.
- Perform other related duties as assigned.

Qualifications

Knowledge of:

Current expectations for students and educators, including content standards, curriculum frameworks, and state assessments.

Universal Design for Learning, Multi-Tiered Systems of Support, Culturally Sustaining Pedagogy.

Integrated English Language Development.

The components of equitable and engaging teaching in mathematics, science, and/or computer science.

Thinking and reasoning routines.

A variety of assessment techniques and types.

Effective group facilitation strategies.

Adult learning theory.

Ability to:
Establish and maintain collaborative and effective working relationships with others.
Communicate effectively, both orally and in writing.
Present to small and large groups in a variety of settings.
Maintain confidentiality.
Plan and organize work.
Use and adapt to a variety of relevant software, databases, and electronic tools.
Work independently with little direction.
Meet schedules and timelines.
Maintain records and files.

Education and Experience
Bachelor's degree required; Master's degree preferred. Five years successful experience teaching mathematics, science and/or computer science. Experience leading meaningful professional learning and/or coaching.

Licenses and Certificates
Valid Preliminary or Clear California Administrative Services Credential preferred, but not required.
Valid California driver's license

Working Conditions
Office environment
Driving a vehicle to conduct work
Travel between school sites and to-from various meetings
Possible overnight travel out-of-county

Management Salary Schedule: Range 26
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