



## Job Description

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**POSITION TITLE:** Coordinator II, Curriculum, Assessment, and Instructional Support (Classified Management) County Operated Schools and Programs #6336

**SALARY PLACEMENT:** Management Salary Schedule Range 12

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### **SUMMARY OF POSITION:**

Under the general direction of the Director of Curriculum, Assessment, and Professional Learning this position will perform a wide variety of complex and responsible, technical and user support of software and has extensive dealings with school administrators, teachers, classified staff, students, and families. The position will assist in the development and facilitation of workshops and professional learning that support effective practices in the areas of curriculum, assessment, and data-driven decision-making. This person will coordinate the New Teacher Academy. This person will provide director support to teachers, including coaching and modeling of research-based instructional practices.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree or comparable combination of experience, education, and training in information technology or related fields may be considered. Experience in maintaining individual-level data including student demographics, course data, discipline, assessments, and other data for state and federal reporting. Experience working with student information systems and learning management systems in an educational setting.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of experience working in any functional and/or systems requirements, technical and/or client services fields, with at least three years of experience in a school setting. Experience with the student information systems used in California Educational Agencies. Experience with various software products used for analysis, data integration and reporting. Experience in strategic planning; experience working with large relational databases designed for both transaction processing and complex reporting. Experience with Student Information Systems. Experience developing and implementing professional learning for a variety of educational staff and stakeholders. Experience preparing and presenting data for stakeholders related to program and student outcomes. Previous work experience with professional learning for ELA/ELD, English learners and/or structured literacy.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- program evaluation and data collection
- assigned software
- State and Federal educational accountability systems and current California student assessment programs

Ability to:

- be flexible based on program needs
- create and follow policies and procedures
- operate a computer
- supervise, lead, and evaluate staff
- delegate and hold accountable those responsible for carrying out the policies and procedures
- interpret and explain technical concepts to non-technical customers and staff

- develop data tables, administer controlled access to relational databases
- prepare custom reports and analysis of business and instructional data
- manage data for the County Operated Schools and Programs student information systems
- carry out oral and written directions, make decisions independently, communicate effectively, establish and maintain working relationships, and prepare correspondence independently

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings/professional learning
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff on program development and EL and literacy issues.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Oversee and manage library functions, including inventory and textbook/materials sufficiency reports.
14. Monitor, identify, plan, and organize student information system needs; Analyze situations accurately and adopt an effective course of action.
15. Provides direction, assistance, and support to improve student achievement by focusing on student assessment results and instructional strategies.
16. Maintain a data log and system of recordkeeping/tracking and communication; establish and maintain documentation, records, files, and logs relating to student information.
17. Operate and monitor computer systems and related equipment.
18. Receive, review, and verify documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures. Process documents in compliance with established policies and procedures.
19. Assist in planning, managing, monitoring, and supporting the program-wide administration and activities of and related to all assessments, including CAASPP, ELPAC, PFT, and local formative and summative assessments.
20. Oversee and manage all software systems and programs related to curriculum, instruction, and assessment; respond to user requests for assistance in a timely manner.
21. Process, prepare, present, and assist in the development of state, federal, and local reports for County Operated Schools and Programs and committees/meetings including the LCAP and WASC.
22. Participate and assist in preparation for a variety of meetings, including SSC and DELAC; staff developments; committees; trainings and workshops for user support; and/or conferences in order to present materials and information concerning program and assessment data related to program and student outcomes.
23. Check and verify student data for accuracy and completion

24. Assist staff with analyzing and interpreting related data and collaborate to develop appropriate interventions to support student success.
25. Provide direct coaching and modeling of research-based instructional strategies for teachers and support staff.
26. Coordinate the New Teacher Academy and support new teachers with curriculum training, assessment development, and expanding their instructional strategies for diverse learners.
27. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees will come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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