



## Job Description

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**POSITION TITLE:** Coordinator II, Curriculum, Assessment, and Instructional Support #6335  
County Operated Schools and Programs

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

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### **SUMMARY OF POSITION:**

Under the direction of the Director of Curriculum, Assessment, and Professional Learning, this position will be responsible for the implementation of professional learning activities with an emphasis on literacy and the education of English learners. This person will provide direct support to teachers through curriculum adoption and implementation, instructional strategies, and coaching on professional improvement. This position will provide expertise regarding research-based instructional practices in ELA/ELD structured literacy and the education of English learners and assist in county-wide efforts to support district/school's educational programs and recommendations for improvement.

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

Possess a Bachelor's Degree and valid Preliminary/Clear California General Education or Special Education Teaching Credential with a full EL authorization (CLAD, ELA1, or equivalent). Experience in the fields of literacy and/or second language acquisition. Previous work experience with professional learning for ELA/ELD, English learners and/or structured literacy.

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

Five years of experience working in a related field. Possess a Master of Arts Degree, valid California Administrative Services Credential, and three years of experience providing professional learning in ELA/ELD, the education of English learners and structured literacy. Bilingual/biliterate in a language in addition to English. Experience in providing support to school sites and/or districts as well as coaching teachers. Administrative Services Credential or eligible to receive one.

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

Knowledge of:

- program evaluation and data collection
- ELA/ELD Framework, CCSS ELA and ELD standards, EL programs and program implementation
- state and federal initiatives
- Science of Reading and structured literacy
- state assessments: CAASPP and ELPAC, etc.
- ELA/ELD pedagogy and proven methods of developing literacy and in increasing academic achievement among English learners and students with special needs in all educational settings
- assigned software

Ability to:

- be flexible based on program needs
- create and follow policies and procedures
- operate a computer

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. Recommend successful research-based instructional strategies and programs for English learners.
14. Articulate the use of the CCSS ELA and ELD Standards and any subsequent or associated documents and/or tools.
15. Assist teachers in the selection of appropriate ELA and ELD materials and provide professional learning as appropriate.
16. Provide coaching and support to teachers and teacher teams in structured literacy, ELD, data analysis, and implementation of instructional norms and strategies to improve literacy outcomes in their classrooms.
17. Participate in ongoing professional learning opportunities to develop expertise in the areas of education of English Learners, and structured literacy including coaching and demonstration lessons, co-teaching, and planning.
18. Participate in school and classroom observations of practices, compile and interpret data on the programs. Interpret data results from state and federal intervention tools.
19. Create and present curriculum related to ELA/ELD, English learners, and structured literacy.
20. 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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