

Administration

COORDINATOR, CURRICULUM AND INSTRUCTION

Description of Position

Under the direction of the Executive Director, Educational Services, the Coordinator, Curriculum and Instruction, will coordinate the management of all curriculum, instruction, and assessment systems and analysis of student achievement data. Additionally, the Coordinator, Curriculum and Instruction, will support the integration of technology in the teaching and learning process by promoting the safe and responsible use of technology and coordinating professional development in its effective use to deliver standards-based instruction.

Examples of Professional Duties and Responsibilities

Communication

- Communicate effectively to bring all stakeholders together in pursuit of the district's commonly shared vision.
- Communicate regularly with all members of the district, school sites, and community regarding student achievement, curriculum, instruction, assessment, and professional learning.
- Foster collegiality and team building among staff members. Encourage stakeholder involvement in the decision making process.

Curriculum/Instruction

- Develop district curriculum maps and instructional pacing guides to ensure the teaching of state standards at each grade level.
- Collaborate with the Coordinator, Special Education, to support implementation of the district's Multi-tiered System of Support plan.
- Oversee and coordinate the GATE program.
- Coordinate all services for English Learners.
- Coordinate the school library program.

Assessment

- Develop, supervise, and coordinate effective student assessment systems in order to monitor academic progress of students throughout the year.
- Implement and oversee systems for data analysis of all student assessments to inform instruction.
- Use evaluative findings and data to examine curriculum and instructional program effectiveness to ensure student achievement.
- Develop district-wide guidelines and professional development for teachers to foster consistency in the reporting of student progress (i.e. grading and report cards)
- Oversee student assessment programs, including, but not limited to, the California Assessment of Student Performance and Progress (CAASPP), district formative and summative benchmarks, and the English Language Proficiency Assessments for California (ELPAC).
- Maintain a culture of high expectations for student growth and achievement.

Instructional Technology

- Design, implement, and support learning opportunities for teachers intended to build capacity and expertise in the use of instructional technology.
- Design, implement, and support learning opportunities for all learners through technology integration.
- Ensure the use of technology in the 21st Century teaching and learning process.

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- Integrate and ensure the use of instructional technology in coordination with Technology Services.

Other

- Keep informed on the latest research, trends, and developments in all areas of education and interpret for staff, as necessary.
- Serve as an active member of the Educational Leadership Team.
- React to change productively and handle other tasks as assigned.

Supervision Exercised or Received

The Coordinator, Curriculum and Instruction, is directly responsible to the Executive Director, Educational Services, within the guidelines of the District Evaluation Policy. The Coordinator, Curriculum and Instruction, supervises and evaluates support personnel as identified by the Executive Director, Educational Services.

Qualifications

1. Credential: Valid California Administrative Services Credential for K-6, or equivalent
2. Education: Master's Degree from accredited college or university.
3. Experience: Five years of successful school and/or district-level experience in a leadership capacity.
4. Personal: Possess mental and physical health and hygiene conducive to the high standards of the district.
5. Knowledge of: State and other common assessment systems; 21st Century Learning skills and objectives; instructional technology including software and hardware; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students' and adults' educational curriculum; instructional goals and objectives and educational trends and research findings pertaining to assessment and educational technology; the use of educational technology in accelerating the achievement of the second language learner; Cypress School District curriculum and technology plans.
6. Ability to: Envision, lead, plan, organize, involve others, and manage.
7. Other: Valid California Driver's License and reliable transportation.

Period of Service: 205 workdays annually

Salary: Placement on the Management Salary Schedule

Approved: August 20, 2020