

COORDINATOR OF CURRICULUM, INSTRUCTION AND PROFESSIONAL LEARNING**DEFINITION:**

Under general supervision and direction of the Executive Director of Educational Services and the Executive Director of Human Resources, the Coordinator of Curriculum, Instruction, and Professional Learning provides leadership and focus for the development, coordination, articulation, and evaluation of PK-12 curriculum, instructional materials, and applicable technology; oversees the coordination of district-wide professional learning and innovation programs. Additionally, the Coordinator provides strategic planning and support, offers vision for professional learning plans, and supervises lead teachers, and other certificated and classified staff as assigned.

QUALIFICATIONS:**Experience:**

- A minimum of five years of credentialed teaching experience and five years of administrative experience

Education:

- Master's Degree or equivalent (10 years or more experience) preferably in Curriculum and Instruction or Education Administration
- Possession of a California Administrative Credential
- Possession of a valid California teaching or other related services credential

Other:

- A valid California driver's license

DISTINGUISHING CHARACTERISTICS:

- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and recommend necessary actions
- Perform essential job functions and job task requirements
- Be an effective team member
- Implement District-wide programs and systems
- Demonstrate skills collaborating with teachers and administrators

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Executive Director of Educational Services and the Executive Director of Human Resources, the incumbent will:

- Direct and coordinate all matters related to District curriculum, state frameworks, and content standards.
- Provide vision and leadership with the implementation of professional learning communities (PLC), professional development, and curriculum for Preschool through Adult Education programs, including the selection, adoption and implementation of instructional materials
- Coordinate professional learning to support the implementation and evaluation of district-wide MTSS, District Model of Instruction, and the district Strategic Implementation Guide
- Provide coaching and guidance to the C&I team to build leadership capacity
- Oversee the development of curriculum and textbook guides, courses of study and course descriptions

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- Work with stakeholder groups to review Board Policies/Administrative Regulations related to instruction and provide recommendations for changes in Board Policies and procedures related to curriculum, professional development and instructional quality
- Assist in the development of district policies and procedures and make recommendations related to curriculum adoption and implementation, professional learning, innovation, and trainings to support instructional quality
- Provide leadership, coordination, and facilitation of the Curriculum Advisory Committee, Curriculum and Instruction parent advisory committees, and various District curriculum committees and groups.
- Coordinate summer programs, inter-session or other district-led academic and/or behavioral support programs
- Provide administrative leadership and oversight for meeting all legal mandates related to curriculum and professional development (e.g. Williams mandates) and share with appropriate staff current changes in legislation from federal, state and local governments
- Provide leadership and direction of district-wide professional learning programs and ensure alignment with the District Strategic Plan and Local Control and Accountability Program (LCAP) of the district.
- Evaluate the effectiveness of instructional learning programs and ensure compliance with federal, state, and local standards and the California Standards for the Teaching Profession
- Collaborate and communicate with district management and site administrators to assist in the design, coordination, and implementation district-wide professional learning initiatives, trainings, and programs.
- Provide recommendations for the development and implementation of departmental goals, objectives, policies and procedures related to professional learning and other applicable areas of responsibility.
- Supervises and evaluates the performance of assigned personnel
- Perform essential job functions, job task requirements and other duties as assigned

KNOWLEDGE:

- Strong background in coaching
- Extensive background in curriculum and instructional best practices, including special populations
- Knowledge of Education Code, District policies, District goals, District procedures, and state and federal regulations related to curriculum and instruction for both general and special education including the ability to interpret and apply rules, regulations, and standards to public school leadership
- Communication styles to address and meet the needs of various school and community stakeholders

ABILITIES AND SKILLS:

- Research-based implementation of curriculum and instructional strategies, best practices, professional development and technological applications
- Experience explaining and using data for decision making
- Highly organized and able to consistently meet predetermined deadlines
- Effective staff and public relations skills
- Verbal and written communication skills
- Planning and organizational techniques
- Large group and meeting facilitation

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WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public.