
MANAGEMENT JOB DESCRIPTION

INSTRUCTIONAL SERVICES COORDINATOR

JOB SUMMARY:

Under the supervision of the Director of Instructional Services and Language Development, provides Districtwide leadership and services in instructional planning and improvement of academic outcomes.

ESSENTIAL JOB FUNCTIONS:

- Facilitates Districtwide change efforts to support achievement for all students.
- Provides leadership and professional learning in curriculum, instruction, and assessment, including innovative practices and staff development in alignment with CA State Frameworks (ELA/ELD, Math, NGSS, History Social Science).
- Supervises new curriculum materials selection process. Plans, facilitates, and monitors training and implementation of new materials.
- Plan, organize, and facilitate professional learning, resource development, committees, and collaborative groups.
- Serves on interview and recruitment panels for new, certificated and/or classified employees.
- Cooperates with other departments and divisions in cross-departmental/divisional projects.
- Provides services, support, and advocacy for Multilingual English Learners, Students with Disabilities, and identified student groups.
- Attends District, county, and state meetings and utilizes this information to lead and support areas of focus and requirements.
- Coordinate and provide leadership and direction to staff and community in curriculum, instruction, assessment and/or compliance with state and federal regulations as well as District policy and procedure; assist with audits and reports.
- Supervise, coordinate, and oversee the work of department staff.
- Support site administrators and school teams to reflect on the effectiveness of instructional practices through site visits and data analysis.
- Prepare, present, and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials:**
Administrative Services Credential required or in process.
Multiple Subjects or Single Subject credential or equivalent.
CLAD or BCLAD.
- **Education and Experiences:**
Master's Degree
Five years of teaching experience
Three years of elementary (TK-6) experience

Management Salary Schedule: Range I

BOARD APPROVED: 11/18/20

REVISION DATES: 03/04/26