

YUBA COUNTY OFFICE OF EDUCATION
Certificated Management Job Description

CURRICULUM AND INSTRUCTION COORDINATOR

DEFINITION:

Under the direction of the Executive Director of Educational Services, the Curriculum and Instruction Coordinator coordinates, facilitates, and delivers curriculum, instruction, assessment, and professional learning services for the Yuba County Office of Education (YCOE), while providing consultation and support to local school districts. The Curriculum and Instruction Coordinator provide direct support to educators through professional learning, instructional coaching, technical assistance, and the implementation of mathematics initiatives and grant-funded programs. The position also supports local educational agencies in meeting state and federal accountability, compliance, and program monitoring requirements.

DIRECTLY RESPONSIBLE TO:

Executive Director of Educational Services

SUPERVISION OVER:

None; provides assistance and guidance to other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, prepare, and present professional development activities; provide professional development assistance to school districts; and evaluate professional development activities for implementation and effectiveness.
- Lead the coordination, delivery, and reporting of specialized math grants; provide targeted professional development, coaching, and resources focused on foundational and advanced mathematics instruction.
- Serve as a primary instructional resource and coach for Yuba County school districts, offering classroom-level support, modeling best practices, and supporting districts in developing and implementing California state standards, instruction, and assessment.
- Research, interpret, and evaluate compliance requirements for categorical (federal and state) programs such as Title I, Title II, etc., assisting districts in maintaining alignment with federal and state accountability plans.
- Interpret and distribute educational program guidelines and federal and state requirements to district administrators, school boards, staff, parents, and community members.
- Participate in acquiring grants and other funding sources for YCOE and district programs, including coordination and participation in writing proposals and agreements.

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- Assist in developing and reviewing annual preliminary budgets for curriculum, instruction, and assessment; ensure grant expenditures are controlled and authorized in accordance with established limitations.
- Represent YCOE at conferences and serve as a representative on regional and statewide programs, committees, and councils.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Bachelor's degree in education or related field. Master's degree in education or related field preferred.
- Valid California teaching credential.
- Valid California Administrative Services Credential.
- Progressive experience in activities related to curriculum, instruction, assessment, and evaluation. Experience with professional development delivery, math instructional strategies, or instructional coaching is highly preferred.
- School site administrative experience in elementary, secondary, and/or special education is desirable.
- Experience with alternative education models such as court, community, or charter schools is highly preferred.

Knowledge of:

- Principles, practices, and methods of delivering services, programs, and functions of Curriculum, Instruction, Assessment, and professional development programs.
- California State Standards and a wide variety of instructional and assessment techniques, with an emphasis on mathematics pedagogy.
- Evaluation and analysis of student performance and achievement.
- Barriers to student achievement and improvement strategies.
- Federal and State accountability systems and support.
- Specialized learning needs of high-needs student groups such as English Learners, students with exceptional needs (special education), socio-economic disadvantaged, homeless, and foster youth students.
- Training programs, planning, and organizational development.
- Technology/information services, especially related to best practices for synchronous, asynchronous, and in-person instruction.
- District and school site budget development and administration.

Skills and Abilities:

- Demonstrated success leading educational programs serving at-risk, court-involved, or alternative education students.

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- Expertise in data analysis, assessment systems, and data-driven decision making.
- Ability to plan, organize, and conduct training, presentations, in-service, and professional development activities.
- Ability to improve student performance and experience by providing training and coaching to teachers on curriculum, instruction, assessment, and evaluation.
- Excellent communication, problem-solving, and stakeholder engagement skills.
- Ability to navigate complex interagency systems and support collaborative partnerships.
- Represent the COE at various meetings, conferences, and public events.
- Read, interpret, and follow pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Analyze, evaluate and assimilate complex technical data and administrative problems and assist in preparing sound policy and procedural recommendations based on such information.
- Develop and maintain sound personal and professional relationships with a wide range of people.
- Adapt to changing program/department needs.
- Work collaboratively with assigned supervisor and team members to ensure the effective and efficient operation of the assigned programs.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community members; and promote a harassment-free environment.
- Establish and maintain cooperative and effective working relationships with others.
- Ability to effectively transmit knowledge and skills to others.
- Develop measurable goals and objectives, set priorities and evaluate progress toward achievement.
- Communicate effectively in both oral and written form, understand ethnic backgrounds, physical and learning disabilities of staff, students, and community.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.

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- Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings and come in direct contact with staff, district staff, and the public. This position will travel to provide services.

Licenses and Certificates:

- Valid Administrative Services Credential
- Valid California Teaching Credential
- Valid California Driver's License
- The availability of an automobile with liability coverage

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Certificated Management

Salary Range: Certificated Coordinator

Approval Date: June 3, 2026

The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.