Position: Coordinator III - Curriculum & Instruction	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Certificated Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator III - Curriculum & Instruction plans, coordinates, implements and evaluates the District's K-12 curriculum and professional development. This position manages services in the areas of instruction, curriculum, and staff development. This includes responsibility for 1) legislative or policy-based recommendations; 2) district-wide instructional leadership; 3) district-wide coordination/supervision for all instructional programs; 4) coordination of the selection and development of instructional materials; 5) coordination of instructional professional development activities; 6) evaluation of instructional programs, and 7) other programs as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments
- Organize the development, implementation, and evaluation of the District's curriculum in designated subject areas.
- Plan and implement curriculum-based professional learning and staff development.
- Oversee the coherence and consistency of curriculum and district academic standards across grade levels, including vertical articulation and alignment.
- Coordinate the evaluation process for textbooks and instructional materials for the District.
- Assess needs, plan, organize, facilitate and evaluate district-wide professional development activities for certificated staff.
- Facilitate collaboration among departments to coordinate and monitor the district system of assessments.
- Assist with the coordination of appropriate committees/work groups in planning, development and revision of standards-based curriculum materials, courses of study, guides, instructional materials and instructional practices for all grade levels and subject matter fields.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.

- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Bachelor’s degree or higher from an accredited college or university with major coursework in education, education administration, public administration, or a related field applicable to assigned duties.
- Experience: Three years of increasingly responsible experience in education or instructional leadership in a public school setting; administrative experience preferred but not required.

LICENSES AND CERTIFICATES

- Valid California driver’s license required
- Valid California Teaching Credential required