



COORDINATOR I

DIRECTLY RESPONSIBLE TO

Assistant Superintendent Educational Services, Director of Curriculum & Instruction, or Coordinator II

PRIMARY FUNCTION

To assist the Educational Services Department in the development, coordination, and implementation of District Strategic Plan, curriculum, instruction, student assessment, and categorical programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide leadership to designated program(s), which include any of the following:

- Curriculum and Instruction
- English Learner/Alternative Spanish Bilingual Programs
- Program Evaluation
- Technology
- Learning Support

Assess quality of programs and develop proposals for improvement, including interventions

Assist with the alignment of state standards, curriculum, supplemental materials, and assessments in area of expertise

Promote use of effective instructional strategies based on research

Provide instructional coaching upon request

Assist in the preparation of local, state and federal grants, reports, and applications

Cooperate with other members of the Educational Services to assure articulated programs

Participate in professional activities, co12 0 612 92 reWB/F2 12 Tf1 0 0 1 50 Tm0 g0 G(Coo)50609123

IMMEDIATE SUBORDINATES

Clerical and certificated staff as assigned

JOB REQUIREMENTS

- Curriculum and instructional leadership experiences
- Knowledge of State and Federal accountability systems and data analysis
- At least three years successful classroom teaching experience
- Master s degree in Education
- Administrative credential
- Strong interpersonal skills
- Experience with students of diverse learning needs
- Bilingual in Spanish and English, desirable

SALARY

In accordance with Certificated Administrators Salary Schedule