

DISTRICT COORDINATOR, INSTRUCTIONAL SERVICES K-12**DEFINITION:**

Under the direction of the Assistant Superintendent of Instructional Services, coordinate all phases of staff, curriculum and program development from kindergarten through twelfth grade district wide; primary emphasis on textbook adoptions and their implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement curriculum in grades kindergarten through twelve for assigned subject area(s) to support Board adopted content standards; coordinate the development of scope and sequence of subject matter articulated in grades kindergarten through twelve; coordinate the development of support materials for teachers to assist with curriculum implementation; facilitate articulation among elementary and secondary schools and among secondary department chairs and curriculum specialists.
- establish textbook adoption schedules and procedures for assigned subject area(s) and coordinate all phases of the adoption process, including research, course outline revisions (for secondary courses), criteria development, evaluation of materials, recommendation of materials, implementation of adopted materials, and communication with publishers.
- Survey members of the management team and teachers to determine staff and curriculum needs
- Design, develop, implement, monitor and evaluate programs to meet curriculum and instruction needs including students at risk; intervention and summer school programs, K-12, serve as a research consultant and resource person to management team and teachers.
- Research, develop, write and present proposals/reports at leadership meetings and to the Board of Education; develop and recommend Board Policies.
- Assist in student preparation and monitor student achievement in designated project areas on District, State, and nationally standardized assessments.
- Visit classrooms to assist in evaluation of staff and instructional programs.
- Initiate and coordinate Federal, State, and private grants related to assigned subject area(s); complete required documentation for grants; design and maintain budget accounting procedures to monitor expenditures applicable to grants.
- Coordinate curriculum and staff development programs for assigned subject area(s) throughout the school year and during the summer; supervise curriculum specialists for assigned subject are(s) and coordinate curriculum and staff development projects developed and implemented by curriculum specialists.
- Plan and conduct meetings with assigned groups; represent the District and serve as advisor at County meetings.
- May coordinate annual K-12 school choice process and activities; development, submission and implementation for new high school courses approved by the Board; home/hospital programs; beginning teacher support programs; peer assistance and review.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Current research principles and practices in language arts; staff development techniques and principles; basic budget preparation and control; grant development and coordination.

Ability to:

Plan, organize and direct complex curriculum and staff development programs; write grants; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting.
Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.

Board Approved: October 8, 2002

Revised: 5/3/11