

**DISTRICT COORDINATOR, EDUCATIONAL SERVICES
SECONDARY
GRADES 7 THROUGH 12**

DEFINITION:

Under direction of the Director of Secondary Education, provide leadership for and coordinate all aspects of curriculum and instruction for assigned subject areas and programs at the secondary level to support the vision that SVUSD students will be college and career ready and demonstrate the 21st century skills of critical thinking, communication, collaboration and creativity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assume responsibility for assigned subject areas and support their effective integration into a well-designed standards-based secondary instructional program.
- Design, develop, implement, monitor and evaluate rigorous curriculum and programs to meet differentiated curricular and instructional needs for all students, including typical students, gifted and advanced students, students with disabilities, English learners, and at-risk students.
- Design, develop, implement, monitor and evaluate professional development for teachers and administrators for assigned subject areas and programs throughout the school year and during the summer.
- Coordinate the evaluation, selection and implementation of printed and non-printed instructional materials, including textbooks, technology-based materials such as web-based and software programs, electronic textbooks and other educational materials.
- Design, develop, implement, monitor and evaluate prevention/intervention programs to support the success of all students.
- Assist site administrators, leadership teams, curriculum leaders, and teachers in the effective utilization of formative and summative assessments to make decisions that support and improve student achievement and drive instruction; provide support for site level, cross-curricular and intra-district professional learning communities.
- Connect the work in the assigned subject areas to the successful achievement of District and site goals.
- Lead and supervise assigned District programs and activities.
- Serve as a collaborative member of the Educational Services team; provide relevant information and expertise to the pre-K through twelfth grade instructional program; facilitate articulation pre-K through post-secondary levels.
- Direct and supervise teacher leaders, Academic Coaches, and/or Teachers on Special Assignment (TOSA) within assigned subject areas and programs; oversee curriculum and professional development designed and implemented by teacher leaders, Academic Coaches, and/or TOSAs.
- Monitor and support student achievement on District, state, and nationally standardized assessments.
- Serve as a research consultant and resource person to administrators and teachers.
- Survey administrators and teachers to determine curricular and instructional needs.
- Visit classrooms to assist in evaluation of staff and programs.
- Plan and conduct meetings with assigned groups.
- Initiate and coordinate federal, state and private grants related to assigned subject areas and programs; complete required documentation for grants; design and maintain budgets to monitor grant expenditures.
- Represent the District and participate in appropriate County meetings and activities.
- Research, develop, write and present proposals/reports at leadership meetings and to the Board of Education.
- Assist in the development of Board Policies.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current standards in all subject areas, K-12, with strong expertise in secondary level standards in assigned subject areas; standards for professional practice; current research principles and practices in secondary education including K-12 visual and performing arts; instructional strategies; assessment practices and data analysis protocols; professional development techniques and principles; basic budget preparation and control; grant development and coordination. Curriculum of visual and performing arts, K-12; basic procedures, methods and techniques of budget preparation and control; applicable laws related to fine arts; grant development and coordination, and principles of supervision, training and performance evaluation.

Ability to:

Establish confidence in teachers and administrators as an expert instructional leader in content-specific secondary education; including K-12 visual and performing arts; plan, organize and direct complex curriculum and staff development programs; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; write grants; develop and monitor program budgets; 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 relations.

Experience:

A minimum of three years experience that has provided the applicant with the knowledge and abilities listed above. Site level administrative experience preferred.

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: June 24, 2014

Revised: June 10, 2021