



## 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