

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: COORDINATOR OF CURRICULUM AND INSTRUCTION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instructional Services, the Coordinator of Curriculum and Instruction is responsible for assisting in the development, implementation, and coordination of the district's curriculum, assessments, categorical programs, and professional learning.

REPRESENTATIVE DUTIES:

- Assists in the design and implementation of district-wide professional learning (K-6).
- Assists in the design and implementation of the district's assessment measures.
- Assists in the facilitation of committees related to curriculum, instruction, and assessment.
- Assists in the writing of grants that align with a standards-based instructional program.
- Assists in the design and implementation of all categorically funded programs (i.e. EIA).
- Develops and assists in the implementation programs for English Language Learners including: monitoring testing deadlines, program placement and parent outreach, and ensuring all staff have materials and professional learning opportunities.
- Evaluates and monitors the progress of EL students at the district and site level.
- Assists staff in planning for the use of funds available to the schools through applicable state and federal programs.
- Prepares reports for the Board of Education as necessary.
- Assists in the design and/or delivery of parent education programs.
- Supports professional learning communities across the District.
- Attends School Board meetings as necessary.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Adult learning theory and demonstrated expertise in designing and implementing staff professional learning experiences.
- Knowledge of standards-based curriculum, instruction, and assessment.
- Operation of federal and state categorical programs applicable to education.
- Educational theory, research and current issues regarding gifted education.
- Principles of learning theory and instructional methodology for English Language Development among English Language Learners.
- Grant writing.
- District policies.
- Personnel management and training.
- Effective managerial skills as they relate to school and school district administration.

ABILITY TO:

- Provide leadership and direction in areas of responsibility.
- Diagnose and evaluate language progress of pupils.
- Establish and maintain effective working relationships with staff and community.
- Make decisions and be responsible for these decisions.
- Communicate effectively, both orally and in writing with all client groups.
- Utilize strong organizational and interpersonal skills.
- Establish rapport with teachers and staff.
- Manage and coordinate all assigned federal and state programs.
- Plan, organize, schedule, supervise and evaluate the work of others.

QUALIFICATIONS:

- Valid California Teaching and Administrative Credential including CLAD/BCLAD or equivalent.
- Master's Degree.
- Successful experience in performing program evaluations.
- Expertise in the area of curriculum and instruction including English Language Arts, Mathematics, Cognitively Guided Instruction (CGI), English Language Development and GATE.
- California Driver's License.

EXPERIENCE:

- 5 years of experience at the elementary school level with evidence of increasing levels of responsibility in administration.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office Environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended periods of time.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read, prepare and review a variety of materials.

SALARY:

Placement on the Certificated Management Salary Schedule.