

JOB DESCRIPTION

April 2020

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

COORDINATOR, CURRICULUM AND INSTRUCTION

General Purpose:

A Coordinator, Curriculum and Instruction is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Coordinator, Curriculum and Instruction is responsible for supporting curriculum, instruction, professional development, as well as the unique educational needs of students K-12 through the Placer County Office of Education (PCOE) Education programs, selected school district sites and other institutions. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Provides coordination, assistance and support for programs within the Leadership and Learning Collaborative, including but not limited to, intern credential programs, preliminary credential programs, and induction programs for both general and special educators.
- Implements a continuous improvement process for educator preparation programs that identifies program areas of strength and areas for growth and makes appropriate program modification based on those findings.
- Develops and implements planned sequences of coursework and job-embedded experiences to support educator preparation programs.
- Supervises and trains program coached and faculty and provides performance feedback.
- Designs professional learning activities for candidates, coaches and faculty in PCOE LLC programs.
- Coordinates and manages assigned LLC programs and ensures compliance with state and federal guidelines.
- Develops, facilitates and implements Universal Design for Learning professional development and coaching.
- Facilitates the training and implementation of systemic instructional strategies.
- Provides and supports learning strategies at all levels of Multi-Tiered Systems of Support framework.
- Assists schools/districts in the design and implementation of high quality English Language Arts (ELA) and English Language Development (ELD) programs.
- Develops, plans and implements professional development and coaching in ELA/ELD.
- Provides technical assistance for identified schools and districts to support the implementation of core ELA/ELD curriculum, instruction and intervention.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators, Local Education Agencies and stakeholder groups.
- Facilitates meeting and group processes for various educational audiences.
- Coordinates, designs and delivers coaching systems and professional learning to improve student and teacher performance.
- Develops trusting and reflective partnerships with teachers and administrators.
- Coordinates curriculum development, classroom management, instructional strategies, assessment of student performance and all aspects of professional development in multiple content areas.
- Develops and facilitates regional coaching professional development and Professional Learning Communities.

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- Coaches and assists teachers and administrators with curriculum development, instructional strategies, assessment of student performance and professional development.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree in a job related area is required.
- A Master's degree in education or related field is preferred.

Experience:

- Experience developing and providing professional development.
- Elementary, Middle School and/or High School experience.
- Instructional coaching experience.
- History of successful leadership and mentoring in instruction.

Knowledge, Skills and Abilities:

- Knowledge of Professional Learning Communities and Multi-Tiered Systems of Support.
- Knowledge of Universal Design for Learning.
- Knowledge of California Common Cores standards for ELA/ELD.
- Knowledge of principles and practices of instruction, curriculum, professional development and assessment.
- Knowledge of research based ELA/ELD instructional practices and principles of lesson design.
- Knowledge of adult learning theory and ability to apply it to professional learning and program development.
- Knowledge of effective coaching practices and ability to facilitate cycles of inquiry.
- Skills and ability to express ideas and concepts clearly and concisely in oral and written form.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to work independently and as part of a team.
- Ability to organize large amounts of data, multiple site development and multiple training strategies.
- Ability to establish and maintain cooperative and professional working relationships with individuals, groups and public and private agency personnel.
- Ability to motivate, challenge and guide others in the improvement of educational goals.
- Ability to plan, organize and conduct trainings.
- Ability to maintain and improve professional skills and knowledge.
- Ability to work for periods of time analyzing data and research.
- Ability to meet expectation identified in management evaluation.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California teaching credential based upon a bachelor's degree and student teaching.

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- Must possess a California Administrative Services Credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies. Travel within Placer County and surrounding counties is required.

Physical Requirements:


- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 9

Reviewed and Approved: 

Superintendent: _____

Date: April 21, 2020

Human Resources:  _____

Date: April 20, 2020