

Job Title: Coordinator, Curriculum & Instruction

Grade Level: K-12

Job Purpose Statement:

Coordinates and administers the operation and implementation of a specific District instructional program.

Essential Job Functions:

1. Coordinates the development and articulation of the standards-based curriculum.
2. Guides and supports site administrators in the implementation of the KCUSD curriculum.
3. Provides assistance in implementation of the assessment of the written curriculum through the use of the local assessment system including the Trimester and Semester Rubrics and other measures of student proficiency.
4. Works collaboratively with District staff members to effectively address student achievement issues, including but not limited to:
 - a. analyzing data and reports,
 - b. develop formative-benchmark assessments and assessment schedules,
 - c. adoption of instructional materials,
 - d. professional development,
 - e. and other identified support services for regular education students, English learners and students with special needs.
5. Provides assistance with standards-based grading and reporting practices including monitoring standards-based report card revisions based on feedback from sites.
6. Coordinates the scheduling and delivery of district staff development, including pre-service training, professional development days, minimum days and all other district level and site-based professional development projects.
7. Works collaboratively with other district-level coordinators and administrators to address the district goal for the improvement of student achievement.
8. Facilitates the development and implementation of the local assessment system related to area of focus.
9. Represents KCUSD as directed and performs other related duties as assigned.

Knowledge and Abilities:

1. Demonstrate skills in working with adult learners.
2. Communicate professionally and effectively in written and oral forms.
3. Demonstrate expertise in teaching methodologies, instructional strategies, effective teaching practices and coaching.
4. Demonstrate skills as an effective group facilitator.
5. Demonstrate understanding of department budgets.
6. Exercise professional discretion and judgment in actions, appearance and communication.

Required Education and Experience:

1. Possess valid California teaching credential authorizing service in a K-12 instructional setting.
2. Five years of successful teaching experience.
3. Prior teaching experience with increasing levels of leadership responsibility in focus area.

Desirable Education and Experience:

1. California credential in Administrative Services Credential (preliminary or clear).
2. Evidence of current professional development work.

Working Conditions:

1. Full-time position, 205 workdays.
2. Regular hours, twelve-month schedule, additional hours as needed for program related activities.
3. Contingent upon Federal and State funding; renewed annually.
4. Salary: 1.05
5. Responsible to: Assistant Superintendent, Curriculum and Instruction