



Teaching • Understanding • Serving • Developing

Adopted 2018-2019

Range: P

Classification: Management/Confidential

Job Description Secondary Coordinator of Learning and Achievement

DEFINITION

The Secondary Coordinator of Learning and Achievement guides the development and implementation of 6-12 curriculum, instruction and assessment. A major component of the Coordinator's responsibility is the engagement and coaching of principals in their implementation of student learning and achievement plans. Under the supervision of the Chief Administrator of Instructional Services, the Coordinator guides the ongoing development and revision of curriculum which is responsive to the needs of students of the District and the community; advises the Chief Administrator of Instructional Services concerning program weaknesses or need for revisions; provides leadership in planning and conducting District-wide curriculum and program studies.

EXAMPLES OF DUTIES –*Not all inclusive*

- Develops an aligned and articulated instructional program between and among the various grade levels of the District; leads administrators and instructional staff in identifying and implementing strategies to support diverse student groups in order to close the achievement gap.
- Guides the development and implementation of assessments, including both formative and summative, district and state assessments.
- Reviews and analyzes data to inform decision making, drive student achievement and monitor progress towards District goals.
- Provides principals and teachers with counsel and assistance in the solutions of instructional matters.
- Assists in the development of the Local Control and Accountability Plan (LCAP); gathers input from families and sets direction; collaborates with staff to write and implement the adopted plan.
- Facilitates English Learner Advisory Committee (DELAC) and oversees English Language (EL) related instruction and materials, testing and reclassification.
- Facilitates Title I Advisory Committee (DAC); oversees compliance with legal requirements.
- Maintains and coordinates the activities of the Textbook Review Committee for selection of textbooks; recommends the textbook adoptions to the Chief Administrator of Instructional Services as appropriate; coordinates a program of textbook maintenance and storage and provides guidance in the selection and use of supplemental and related teaching materials.
- Coordinates secondary professional development related to curriculum, instruction and assessment.
- Research, identify and train site based teams in universal screening instruments to identify students in need of additional assessment and/or support.

- Communicates regularly with the Chief Administrator of Instructional Services on the progress of implementation of MTSS assessment results.
- Engage in frequent and on-going follow up support provided to sites in implementation of site based behavior and academic intervention teams.
- Monitors that Tier-Two and Tier-Three interventions are research based and implemented with fidelity.
- Schedules and facilitates District MTSS team.
- Trains intervention teachers in the MTSS process.
- Accepts other responsibilities that the Chief Administrator of Instructional Services may direct.

QUALIFICATIONS

Knowledge of:

- Principles and best practices of instruction, curriculum, professional development, and assessment.
- Educational evaluation tools, materials, theories and trends in assessing and identifying student learning and behavioral characteristics.
- Experience and knowledge of information systems and educational technology.

EDUCATION / EXPERIENCE

- Valid K-12 California Teaching Credential.
- California Administrative Credential.
- Five years of classroom teaching experience.
- Coursework in curriculum and instruction. A Bachelor's degree; Master's Degree preferred.

WORKING CONDITIONS

Environment:

- Professional educational environment.
- Business attire required.
- Valid California Driver's License and private transportation required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Ability to stand at counter or work at a desk for extended periods of time.
- Ability to see for the purposes of reviewing curriculum, reports, and assessments.

TERMS OF EMPLOYMENT (Work Year)

- 210 work days
- Eight (8) hours per day, five (5) days per week, according to the district schedule.

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.