

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Coordinator, Secondary Curriculum	REPORTS: Director, Secondary Curriculum
DEPARTMENT: Curriculum and Instruction	CLASSIFICATION: Management
FLSA: Exempt	WORK YEAR: 226
ISSUED: May 15, 2014	SALARY: Range 23

BASIC FUNCTION:

Under direction of the Director, Secondary Curriculum, the Coordinator, Secondary Curriculum will provide support for the District's instructional programs at the secondary level and leadership in the ongoing development and improvement of the curriculum and instructional program. May provide support to elementary curriculum and instruction.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS

Provides coordination for all schools and departments in the development, revision and implementation of the District's linked learning and secondary instructional programs.

Maintains an updated, current working knowledge of laws, regulations, District policies and goals related to curriculum and instruction.

Assists in the development and formulation of District policy, goals, and objectives as related to curriculum and instruction.

Works collaboratively with the Directors of Elementary and Secondary Curriculum, Director of Assessment and Instructional Technology and the Director of Professional Development to assure coordination, alignment and articulation of the District curriculum, instructional, assessment and professional development programs.

Provides direction and supervision for curriculum, instruction and staff development for pre-kindergarten, elementary.

Has primary responsibility for the development, coordination, monitoring, and evaluation of Linked Learning. **(E)**

Meets with Principals to promote administrative support for secondary programs. **(E)**

Coordinates and participates in staff development in the District. **(E)**

Supervises and directs the District's pathways. **(E)**

Keeps abreast of developments and trends in secondary education, and furnishes leadership in determining program direction and improvement of Linked Learning.

Helps write and participates in grants and other appropriate grants for schools and District.

Acts as a Coach, working with individual schools to monitor and support new offerings.

Acts as a liaison with the California Department of Education. **(E)**

Helps develop and deliver staff development activities related to programs. **(E)**

Develops and maintains contacts with local universities and colleges for the purpose of tutor recruitment and hiring.

Participates in administrative meetings at District and school site level.

Maintains all appropriate budgets.

Submits all budgetary and evaluative reports that relate to this position.

Provides ongoing evaluation of programs and recommends changes, improvements, and additions as needed. **(E)**

Facilitates communication between, elementary, middle, and high school programs. **(E)**

Provides and facilitates staff development activities, to coordinate and implement the programs. **(E)**

Functions as a member of the District's management team, coordinates with other management personnel in the areas of assigned responsibility. **(E)**

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates. **(E)**

Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepares agendas and memos. **(E)**

Develops and implements long- and short-term plans and activities. **(E)**

Assures accurate and timely dissemination of information. **(E)**

Serves on committees such as the Superintendent's cabinet and other committees as appropriate or assigned by immediate supervisor. **(E)**

Writes and revises policies and administrative regulations pertaining to assigned functions. **(E)**

Keeps informed of current trends in communications, public relations, public education and other pertinent areas, such as federal, state and local laws and District regulations, policies, and procedures. **(E)**

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Education, Experience, Licenses, and other Requirements:

Bachelor's degree required in humanities, languages, liberal arts, subject area content, education, or related field. Master's degree in related field preferred.

Completion of courses in humanities, technology, languages, and collaborative planning desirable. A minimum of three (3) years experience in teaching and/or other job related occupations is required. Experience working directly with public school districts in Linked Learning programs is desirable.

Possession of a valid California preliminary or professional clear teaching credential authorizing service as a teacher is required.

Possession of a valid California administrative credential authorizing service as an administrator is required.

Employment eligibility includes fingerprints, health (TB), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Instructional planning and consultation/coordination, as well as general teaching competencies.
- Educational evaluation strategies and detailed working knowledge of various teaching strategies.
- Philosophical, educational, fiscal, and legal aspects affecting related field management.
- Research methods and report writing techniques.
- Record-keeping techniques.
- District organization, operations, policies, and procedures.
- Technical aspects of field of specialty.
- Principles of organization, operation, and supervision.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

Ability to:

- Plan, organize, coordinate, and administer programs.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and board policies, laws, and regulations.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:**Environment:**

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

Physical Demands:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

Hazards:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Secondary Curriculum and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(SIGNATURE OF EMPLOYEE)

(DATE)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the division of Human Resources.

Board Approved: May 15, 2014