



Job Description

Title: Coordinator, Education Services	FLSA Status: Exempt	Created: 6/1/2022
Supervisor: Assistant Superintendent – Education Services	Supervises: N/A	Salary: 225 days Range 77
Department: Education Services	Bargaining Unit: Certificated Mgmt.	Approved: 6/16/2022

COORDINATOR, EDUCATION SERVICES

General Summary:

The Coordinator, Curriculum and Assessment, under the direction of the Assistant Superintendent, Educational Services, is responsible for the development and support of high quality district-wide systems for instruction and professional development, assessment and monitoring of student achievement data, and meeting and maintaining all compliance objectives for state and federally funded programs. Other duties, as assigned by the Assistant Superintendent, Educational Services, are also performed.

Duties and Responsibilities:

- Assists in the design and implementation of a district-wide instructional framework for effective instruction.
- Assists in the design and development of professional learning to support the implementation of the instructional framework.
- Supports principals in the establishment of site instructional systems to support student learning.
- Establishes goals and objectives for professional development that support high-quality delivery of instruction and increased student learning.
- Coordinates the development and implementation of district-wide assessments.
- Assists in the design and implementation of district-wide systems for use of data to improve instruction.
- Provides professional support to teachers and administrators in the use of assessment data to improve instruction and student learning.
- Coordinates and supports district English Learner programs and assessments.
- Administers the reclassification process for English learners
- Supervises and evaluates TOSA's and Liaisons
- Coordinates oversight of charter schools
- Leads District English Language Advisory Committee and District Advisory Committee
- Monitors Title Programs and ensures effective and appropriate use of funds for targeted populations
- Completes applications for state and federal funding
- Assists with development and monitoring of SPSA's
- Assists with retention and acceleration
- Coordinates district academic systems of support

- Administer the reclassification process for
- Implements and supports instructional materials selection committees.
- Oversees ordering of textbooks and instructional materials.
- Coordinates training, administration and evaluation of the CAASPP testing program.
- Assists the Assistant Superintendent, Educational Services, to meet all compliance mandates and requirements for state and federal funded programs.
- Assists the Assistant Superintendent, Educational Services, to develop annual reports for Local Educational Plans, FPM, CRDC, LCAP and the Consolidated Application.
- Assists the Assistant Superintendent, Educational Services, to prepare and administer centralized state and federal program budgets.
Assists the Assistant Superintendent, Educational Services, to coordinate and administer the district GATE program.
- Attends and participates in teacher meetings and in-services as required.
- Collaborates with school personnel, parents and community organizations/agencies as appropriate.

Working Conditions:

Dexterity of hands and fingers to operate standard office/school equipment including a typewriter or computer terminal, handles books, reports and other materials; printer, art supplies, copier, T.V., overhead projector, paper cutter, learning aides, P.E. equipment; bending, reaching to maintain files; hearing to answer telephones, speaking to exchange information, sitting and/or standing for extended periods of time.

Lifting up to 50 pounds on occasion.

Low to moderate stress level.

Environmental Conditions:

Primarily indoor classroom, school environment.

Temperature – normal climate.

Contacts:

Daily contact with students, teachers, school and District staff.

Consistent contact with parents, community members, San Diego County Office staff and outside agency personnel.

Occupational Certificates/Licenses:

Holds a valid California Teaching Credential issued by the California Commission on Teacher Credentialing and an Administrative Credential.

First Aid and CPR certification.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.