

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Coordinator, Linked Learning	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	6028	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Linked Learning	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director III, Linked Learning	<b>HR APPROVAL:</b>	06-16-10
		<b>CABINET REVISION:</b>	10-21-14

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**BASIC FUNCTION:**

Work with Linked Learning pathway teachers to improve quality of instruction and enhance student learning. Responsible for district-wide coordination and facilitation of the development of a district-wide Linked Learning system, and provide coaching for Linked Learning pathway teams.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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.)**

Coordinate and supervise activities outlined in the Linked Learning Sacramento City Unified School District (SCUSD) plan to include, but not limited to, Middle School Summer Bridge, Saturday Academy, and high quality staff development. **E**

Act as a liaison with business and industry contacts. **E**

Assist and advise school administration in the adoption of Linked Learning principles, i.e., pathways that prepare students for both post-secondary education and careers, connect academics to real-world applications, lead to a full range of post-secondary opportunities, and improve student achievement. **E**

Assist in the district implementation of Linked Learning policies, procedures, and administrative regulations. **E**

Provide leadership in the development of high school Linked Learning pathways that offer students multiple options. **E**

Provide quality pathway coaching for Linked Learning Pathway teams; assist in the development and implementation of integrated curriculum with pathway teams. **E**

Develop and provide Linked Learning staff development for pathway teachers and school administrators. **E**

Assist pathway teams to reach Linked Learning Certification. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Assist with the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, and business and industry partners to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree, and three years of related experience. Advanced degrees preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Possession of a valid California Teaching Credential and Administrative Services Credential are required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, policies and objectives of Linked Learning.

Principles of Work-Based Learning.

Career Technical Education standards and policies.

Business and community resources.

Industry sectors and career pathways.

District organization, operation, policies, and procedures.

Applicable sections of the State Education Code and other applicable rules, regulations, and laws.

Budget preparation and control.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

#### **ABILITY TO:**

Plan, organize, and coordinate Linked Learning activities.

Utilize interpersonal skills using tact, patience, and courtesy.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Establish and maintain effective working relationships with staff, parents, and the public.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and deadlines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Contact with frustrated or abusive individuals.

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.

**NOTE:** This is a grant-funded position for one year only.

**APPROVALS:**

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UPE Union Signature(s)

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Date

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date