

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Curriculum & Instruction - English Language Arts	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator III	FLSA:	Exempt
JOB CLASS CODE:	5141	WORK YEAR:	12 Months
DEPARTMENT:	Curriculum & Instruction	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Curriculum & Instruction	CABINET APPROVAL:	07-08-13
		CABINET REVISION:	10-21-14

BASIC FUNCTION:

Coordinate the implementation of the Common Core State Standards for English Language Arts (CCSS-ELA). Provide effective leadership and technical assistance, keen oversight, and accountability. Work with site leaders and teachers to improve the quality of literacy instruction and enhance student learning.

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 SCUSD CCSS-ELA implementation plan to include, but not limited to, leadership capacity building, teacher capacity building, instructional materials/pedagogy, assessment for learning, and stakeholder engagement/communications. **E**

Explore and utilize technology as a critical means for delivering, assessing, and transforming the teaching and learning of English Language Arts and literacy. **E**

Model exemplary assessment practices in English Language Arts and literacy plus use the data-inquiry methodology to assess and improve the instructional environment, student learning, and teacher practice. **E**

Possess knowledge of curriculum development using a backward design. **E**

Ensure that innovative and appropriate approaches to learning are utilized to address the diverse needs of students and improve learning. **E**

Provide quality technical assistance and coaching to site leaders and training specialists. **E**

Coordinate the development of the English Language Arts and literacy curriculum aligned with state standards and district expectations to support increased achievement of students; identify supplemental instructional materials and resources for schools. **E**

Develop and implement partnerships that support the teaching and learning of English Language Arts and literacy. **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 site leaders, teachers, training specialists, other district personnel, and outside organizations 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. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's Degree; advanced degrees preferred. Five years of successful teaching and related experiences. Strong record of achieving academic excellence in English Language Arts and literacy with urban learners.

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:

Common Core State Standards for English Language Arts (College-ready Descriptors, Content Standards, & Instructional Shifts)

Deep understanding of the teaching and learning of English Language Arts and literacy

Constructivist teaching and learning

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.

ABILITY TO:

Plan, organize, and coordinate Common Core State Standards for English Language Arts 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.

APPROVALS:

UPE Union Signature(s)

Date

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date