

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, CAGiSM	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Coordinator I	FLSA:	Exempt
JOB CLASS CODE:	5241	WORK YEAR:	210.5 Days
DEPARTMENT:	Linked Learning	SALARY:	Range 9 Salary Schedule A
REPORTS TO:	Site Administrator and Director, High School Reform Initiatives	HR APPROVAL: HR REVISION:	06-27-11

BASIC FUNCTION:

Plan, coordinate, and provide professional development to teachers at partner sites in science and math education in partnership with Closing the Achievement Gap in Science and Math (CAGiSM) and California State University, Sacramento (CSUS). Manage teacher participation and all logistics of the project as they impact the Sacramento City Unified School District (SCUSD).

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.)

Retain current participating teachers, and recruit additional participants, as needed. **E**

Improve science and mathematics teaching and learning in order to close the achievement gap in performances between student groups; support teachers in investigating causes of the achievement gap in their schools and classrooms through Teacher Action Research Projects. **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**

Participate in steering committee and leadership team meetings; attend annual California Postsecondary Education Committee (CPEC) Conference; manage logistics and other interactions with partner sites (staff and administration). **E**

Collaborate with other project staff in designing and implementing program elements. **E**

Work with project directors and project evaluator in developing and implementing aspects of project evaluation components; assist in producing project reports, including tracking demographics and cooperating with project directors on writing reports; cooperate with the funder on reporting and other aspects of project management. **E**

Act as the primary channel of communication between SCUSD and the other members of the partnership; track relevant district initiatives (achievement gap, equity, Common Core State Standards, math, etc.); communicate and coordinate with the district's Assessment, Research, and Evaluation Department. **E**

Monitor the progress of teacher research and lesson study teams through regular communication with facilitators and team members. **E**

Manage the logistical details of substitute teachers and payment for substitutes with School Office Managers and the district office; organize forms and other paperwork related to teacher stipends and professional development credits or hours. **E**

Assist in the planning of program activities, including contributing to content of all professional development activities, supporting materials production for all professional development activities, and participating in project planning meetings. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and three years of increasingly responsible experience in an administrative or supervisory position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Hold a valid Teaching Credential issued by the California Commission on Teacher Credentialing; Administrative Services Credential and/or Pupil Personnel Services Credential preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Closing the Achievement Gap in Science and Mathematics.

Professional development strategies.

District organization, operations, policies, and objectives.

Applicable laws, codes, regulations, policies, and procedures related to assigned duties.

Principles and practices of training.

Evaluation approaches, strategies, and techniques.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Operation of a computer and related software.

ABILITY TO:

Provide professional development to teachers at partner sites in science and math education.

Monitor the progress of teacher research and lesson study teams.

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.

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 timelines.

Establish and maintain effective working relationships with others.

Prepare comprehensive narrative and statistical reports.

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.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information and make presentations; dexterity of hands and fingers to generate reports, grant proposals, and correspondence utilizing a computer; see to monitor activities, read documents, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files and other items; lift light objects.

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

NOTE: This is a grant-funded position for the term of the Closing the Achievement Gap.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date