

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Site Instruction Coordinator	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	0812	WORK YEAR:	210.5 Days
DEPARTMENT:	Assigned School Site	SALARY:	Range 25 Salary Schedule B
REPORTS TO:	Assigned Principal	BOARD APPROVAL:	07-15-02
		BOARD REVISION:	08-07-08

BASIC FUNCTION:

Work with principals and staff to successfully implement instructional programs at the school site; assist school administrators and staff with the interpretation of data, development of instructional strategies, and evaluation of effective practices.

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.)

Work with principals and staff to successfully implement instructional programs at the school site; assist school administrators and staff with the interpretation of data, development of instructional strategies, and evaluation of effective practices. **E**

Serve as a resource to design, plan, implement, monitor, and evaluate instructional programs to include the regular monitoring of classroom instruction, analyze and report student achievement data, identify priorities, and plan for focused and targeted instruction. **E**

Organize, coordinate, and articulate with site staff the various extended day activities. **E**

Identify target students, define assistance plan, and coordinate assessment and review of student progress. **E**

Collaborate with principal and other support personnel to plan, implement, and evaluate interventions that support student progress. **E**

Provide support for the alignment of standards with curriculum, instruction, and assessment; identify best instructional practices, coordinate appropriate staff development training, and provide follow-up support. **E**

Identify and assist with the implementation of strategies to increase parent involvement; assist with the development and implementation of strategies to engage parents in the school process. **E**

Identify and assist with the implementation of strategies to improve school/classroom learning environment and increase student attendance. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and three years teaching experience, preferably working with compensatory education programs; and two years experience in staff training and leadership roles.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; provide personal automobile; and Administrative Services Credential or eligible for the Administrative Internship Credential upon appointment to the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Effective instructional practices.
- Program assessment, including analysis and reporting of achievement data.
- Professional development for adults.
- Culture, life styles, and educational and social needs of ethnic minority students and children of poverty.
- School and district organization, operations, policies, regulations, and objectives.
- Current applicable laws, codes, regulations, policies, and procedures.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Operation of a computer and related software.

ABILITY TO:

- Work with principals and staff to successfully implement instructional programs at the school site; assist school administrators and staff with the interpretation of data, development of instructional strategies, and evaluation of effective practices.
- Develop and conduct inservice training programs.
- Prepare comprehensive narrative and statistical reports.
- Plan and organize work to meet schedules and timelines.
- Analyze situations accurately, and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Operate a computer and related software.
- Prepare and deliver presentations.
- Meet district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

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

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, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

(Former Classification: Site Instruction Coordinator, K-8)

Site Instruction Coordinator (ZIP 100)

APPROVALS:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

Susan E. Miller, Interim Superintendent

Date