

MANAGEMENT JOB DESCRIPTION

INSTRUCTIONAL SERVICES COORDINATOR

JOB SUMMARY:

Under the supervision of the Assistant Superintendent for Instruction, provides Districtwide leadership and service in the planning and improvement of instructional skills for all students.

ESSENTIAL JOB FUNCTIONS:

- Facilitates Districtwide change efforts to support achievement for all students.
- Functions as a curriculum and instruction specialist providing leadership in curriculum and staff development.
- Supervises the development of new curriculum related to Common Core State Standards (CCSS).
- Directly assists individual sites and teachers with program development, instructional materials selection, training, and problem solving.
- Supervises new curriculum materials selection process. Plans and monitors training and implementation of new materials.
- Facilitates professional development activities.
- Serves on interview and recruitment panels for new, certificated employees.
- Reports on promising new trends in CCSS.
- Cooperates with other departments and divisions in cross-departmental/divisional projects.
- Provides services, support, and advocacy for English Learners.
- Attends District, county, and state meetings and disseminates information to District personnel or appropriate.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials:**
Administrative Services preferred.
Multiple Subjects credential or equivalent.
CLAD or BCLAD.
- **Education and Experiences:**
Master's Degree
Five years of experience
- **Personal Qualities:**
Ability to provide leadership and direction, analyze problems, make decisions, communicate and interact effectively and professionally under pressure, communicate orally and in writing, and work with a multiethnic staff and community. Knowledge of up-to-date theories, techniques, and methodologies related to literacy and second language acquisition. Proficiency in a second language highly desirable.