

MANAGEMENT JOB DESCRIPTION

COORDINATOR OF INNOVATION

JOB SUMMARY:

Under the supervision of the Area Assistant Superintendent, provides Districtwide leadership and service in the planning and improvement of district innovation efforts.

ESSENTIAL JOB FUNCTIONS:

- Assist in facilitating Districtwide change efforts to shift learning environments to agile, responsive spaces.
- Research and identify trends and innovative approaches to personalized learning.
- Directly assist in establishing, developing, and supporting school sites with makerspaces, including instructional materials selection, training, and modernizations.
- Collaborate in the development of Innovation-related District programs.
- Provide constructive leadership through visitations, observations, and meetings to coordinate resources and involve staff in the planning and development of programs.
- Serve as a strategic advisor to the Director of Innovation regarding innovation strategies, initiatives, and issues.
- Oversee the daily operations of the District's Innovation Station experiences, providing direction on curriculum, resources, and learning environments.
- Assist in facilitating and maintaining district partnerships with community and industry partners.
- Supervise District Innovation teachers and provide feedback to maintain program efficacy and growth.
- Support the development and implementation of Innovation-related after-school and camp experiences in collaboration with the Extended Learning Opportunities Program (ELOP), including selecting instructional materials and providing professional development.
- Supervise after-school robotics program, including planning and monitoring professional development, program implementation, and districtwide competitions.
- Serve as a curator of resources for districtwide Innovation initiatives.
- Function as a curriculum and instruction specialist providing staff professional development in support of scaling District Innovation programs at school sites.
- Attend District, County, and State meetings and disseminate information to District personnel.
- Cooperate with other departments and divisions in cross-departmental/divisional projects.
- Assist in the writing, development, and implementation of District grant projects.
- Serve on interview and recruitment panels for new, certificated employees.
- Attend community events to showcase and support Innovation initiatives and programming.
- Perform 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.

Knowledge Of:

- Common Core State Standards.
- Current teaching and learning practices.
- Current literature, trends and development in curriculum, assessment, instruction, and professional development.
- Design Thinking and interdisciplinary learning.

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.
- Manage large scale projects, identify potential challenges, evaluate alternative solutions, and prepare sound recommendations based on data and research.
- Work collaboratively with other administrative leaders in carrying out the work of the department and goals of the district that includes collaboration and team building through an interest-based, problem-solving approach.
- Thrive in an achievement-oriented and fast-paced environment.

Management Salary Schedule: Range I

BOARD APPROVED:08/09/23

REVISION DATES: