

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COORDINATOR – CURRICULUM AND PROFESSIONAL LEARNING**

#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, the coordinator plans and oversees activities and operations in their assigned department(s) as directed; they may supervise direct reports; and provides responsible and complex administrative support to the assigned supervisor.

#### **ESSENTIAL FUNCTIONS:**

Analyze, synthesize, and evaluate information to oversee the management of the district's learning and developmental programs.

Train, supervise, and evaluate the performance of assigned classified, certificated, and administrative personnel.

Interview and select employees and recommend transfers, reassignment, disciplinary action, and termination.

Coordinate services/trainings with relevant departments.

In coordination with schools' MTSS teams assist with supporting the academic, social, and behavioral interventions for at-risk students.

Develop and implement a broad-based, educational partnership process to develop, monitor and adjust a strategic plan/vision for intervention programs.

Design, develop, implement, and evaluate professional learning for administrators, teachers, parents, and others.

In partnership with Elementary and Secondary Education, and with support from the Department of Research and Evaluation, assist with the development, implementation, and evaluation of intervention Programs.

Collaborate with and provide informational support to staff to ensure optimal intervention programs are implemented and evaluated, targeting identified student needs.

Using the district's Continuous Improvement principles and practices, conduct annual input-output-outcome programmatic analyses, comprehensive data, gap and cause analyses, and implement programmatic corrective actions that result in sustained program improvement aligned to sustained student academic and developmental progress.

Coordinate and participate in budget development and monitoring assigned budgets and grant expenditures.

Provide leadership and direction for effective and efficient day-to-day operations.

Ensure dissemination of information and that promotes effective departmental communications.

Design, implement, monitor, evaluate district plans.

Supervise, train, motivate, and evaluate assigned personnel, if applicable, and provide clear expectations for professional growth.

Provide or coordinate staff training, including; work with employees to correct deficiencies.

Provide teamwork by sharing knowledge and providing cross-training for employees.

Embed key elements of social competence into daily work practices such as empathy, cultural competence, responsiveness, flexibility, perceptiveness, and team orientation.

Embed key elements of emotional competence into daily practices such as self-efficacy, self-awareness, outward mindset, and positive identity.

Embed key elements of problem-solving competence in daily practices such as creativity, visionary thinking, curiosity, imagination, adaptability, systems knowledge, and critical thinking.

Embed key elements of sense of purpose competence into daily practices such as connectedness, persistence, resilience, optimism, sense of meaning, and goal-directedness.

Monitor and refine applicable Board Policies and Administrative Regulations.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and direction of district intervention programs and services.

Applicable laws, codes, regulations, policies, grant requirements, and procedures related to intervention and other assigned areas.

Policies, goals, and objectives of district programs and activities.

State, local, and regional resources.

The EGUSD Instructional Framework.

Multi-Tiered Systems of Support processes and practices.

Intervention models.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Board and district policies, procedures and regulations.

**ABILITY TO:**

Analyze, design, develop, implement, and evaluate programs, as assigned.

Lead and manage assigned programs and all related human and material resources.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Experience using Google Suite and Microsoft Office Suite.  
Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines.  
Work independently with little direction.  
Provide effective professional development.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Maintain consistent, punctual, and regular attendance.

**EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's degree in an educational related field and/or three years of administrative experience.  
Master's degree preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential  
Valid Administrative Credential

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office and school campus environment.  
Driving a vehicle to conduct work.

**BOARD APPROVED:** May 16, 2023