

**SUNNYVALE SCHOOL DISTRICT
CLASSIFICATION DESCRIPTION**

May 2019

Coordinator of Curriculum, Instruction and Assessment

REPORTS TO: Assistant Superintendent of Curriculum, Instruction and Assessment

WORK PERIOD: 12 months (219 Days)

SALARY: Coordinator Salary Schedule

PRIMARY PURPOSE:

The Coordinator coordinates, develops and organizes programs, staff development, assessment and projects related to curriculum and instruction. Learning and achievement for all students is the primary focus. The Coordinator assumes the primary responsibility for categorical program oversight.

ESSENTIAL DUTIES:

- 1) Coordinate & facilitate Curriculum & Assessment development, review, monitoring, and modification for the designated content areas
- 2) Work in concert with the Educational Services Team to assure continuity of purpose and practice of curriculum and assessment.
- 3) Assume responsibility for design and implementation of a local system of assessment to include data gathering and analysis.
- 4) Coordinate, oversee and/or support assigned state and local testing.
- 5) Manage curriculum and instruction projects and issues, research and assessment, and staff development associated with the District's programs including curriculum development, the adoption of instructional materials, instructional resources, and staff training to support the academic achievement of all students.
- 6) Oversee and/or support completion of assigned state and federal reports including School Accountability Report Cards, Single plan for Student Achievement, Local Control and Accountability Plan, Title 1 and III plans.
- 7) Provide technical expertise and staff development regarding assigned functions including compiling information, formulating and developing policies for program needs and objectives.
- 8) Coordinate supplementary programs
- 9) Support new initiatives, programs, or processes as directed by the Assistant Superintendent
- 10) Facilitate assigned district curriculum committees

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- 11) Perform related duties as assigned by the Assistant Superintendent of Curriculum and Instruction
- 12) Provide for a systems-based approach to coordinating professional development including, but not limited to, summer professional development
- 13) Support school site administrators, coaches and teachers in development and implementation of high performing site-based leadership teams
- 14) Supervise and evaluate assigned classified and certificated staff
- 15) Perform other duties as assigned including support for school sites, the assigned department, and other district office departments.

LOCATION: District Office

WORKING CONDITIONS: Work collaboratively with District Office departments, school site personnel and the community at large.

QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Demonstrate leadership skills.
- Demonstrate knowledge of curriculum, instructions and assessment in a school setting.
- Build strong, positive professional relationships through clear communication and follow through.
- Expertise in modification and individualization of curriculum and instruction.
- Maintain knowledge of regulations, laws, state and federal mandates related to curriculum and assessment.
- Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations.
- Communicate effectively orally and in writing.
- Work independently to produce reports, organize projects, and compile data.
- Perform independent research.

Education and Experience:

Appropriate Administrative Credential.
Administrative experience.
Masters Degree.
Minimum of three (3) years teaching experience.