



Gridley Unified School District

POSITION DESCRIPTION

Job Title:	Special Projects Curriculum Coordinator	Work Year:	210 Days
Reports To:	Superintendent	Salary Range:	Commensurate with step and column on Administrative Salary Schedule

PRIMARY FUNCTIONS:

Under the direction of the Superintendent, oversees all functions related to curriculum, instruction, and educational technology, including: professional development, management of categorical programs, data analysis, textbooks and instructional materials, coordinate and facilitate all district consolidated application programs, and the district's technology initiatives. The Special Projects Director/Curriculum Coordinator cooperatively with other members of the management team in the formulation and implementation of district policies and long-term educational goals in support of the District's mission.

ESSENTIAL DUTIES:

- Prepares and maintains appropriate and necessary district, state, and federal reports including the Consolidated Application and Reporting System (CARS), Local Control and Accountability Plan (LCAP) and California Longitudinal Pupil Achievement Data System (CALPADS).
- Implement a transition plan from California State Standards to Common Core State Standards for the purpose of conforming to district and state curriculum and/or instructional objectives; coordinates implementation of curriculum standards
- Supervise the review, selection, adoption and ordering of instructional materials to implement and deliver services which conform to established guidelines; Ensures the articulation and alignment of curriculum, K-12
- Coordinate, design, and implement professional development district-wide for administrative, certificated, and classified staff
- Develops and assists with the procedures of grant applications and requests for funding.
- Monitor projects and grants for the purpose of ensuring that student performance complies with district, state and federal requirements
- Manage specific curricular budgets as assigned
- Research various information regarding categorical programs, curriculum, standards and assessment
- Oversees and coordinates the Program Quality Review (PQR) and Coordinated Compliance Review (CCR) process
- Imports and exports student attendance data (AERIES) for disaggregation purposes for student achievement information
- Independently initiates and completes correspondence related to curriculum and special projects
- Coordinate services for English Language Learner Program
- Coordinate meetings related to curriculum, instruction and technology
- Deliver regular updates and presentations to the Governing Board
- Provide instructional support and coaching to teachers and site administrators as needed
- Oversee the work of Teachers on Special Assignment
- Develop and deliver quality professional development related to technology usage and integration through a wide variety of formats to staff and community
- Oversee the implementation of district software and data management systems from an educational perspective, such as a data management system, Illuminate, APEX Learning, Google Platform, etc.
- Design, collect resources, and support implementation around instruction in cyber safety and digital citizenship
- Collaborate with Technology Supervisor and Technology Team to oversee and implement the district's technology initiatives
- Reports to the Superintendent on a regular basis
- Performs other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Minimum of five (5) years of teaching experience and two (2) years of site level administrator or Teacher-on-Special Assignment experience
- Strong curriculum and instruction background
- Experience in professional development, training, coaching and facilitation in support of teachers
- Strong understanding of district-specific technology
- Experience with Professional Learning Communities

LICENSES REQUIRED:

- Valid Administrative Services Credential authorizing service in K-12
- Valid California Teacher Credential with English Learner authorization
- Valid California driver's license

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required. to this position.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where creative problem solving is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORKING CONDITIONS:

Office environment; driving a vehicle to conduct work; constant interruptions; classroom environment; multitasking of multiple projects simultaneously.

PHYSICAL ABILITIES:

Sitting for extended periods; hearing and speaking to communicate and exchange information; using the telephone for extended periods; sufficient vision to assure accuracy of reports and documents; dexterity of hands and fingers to operate a computer terminal and office equipment; lifting light to medium weight objects; kneeling, bending at waist, and reaching to maintain and retrieve files.

BOARD APPROVAL: April 5, 2017