



JOB DESCRIPTION

CLASS TITLE: COORDINATOR OF ACADEMICS AND INSTRUCTION

RANGE: Certificated Management Salary Schedule

The Coordinator of Academics and Instruction assists the Principal in administering, monitoring and implementing the school-wide reform initiatives. Provides leadership to department heads, staff and fellow administrators in assuring effective and challenging curriculum and instruction practices are ongoing in all classrooms. Guides the staff in the process of using relevant data to arrive at informed choices in making and adjusting instructional decisions and practices. Assists the principal in administering and supervising the Calexico High School academic instructional program by assisting teachers in their classrooms by demonstrating, modeling, peer observations, and discussions of student work; liaison and assist contracted external evaluators and technical assistance providers.

Assists the Principal in administering and supervising the academic reform process at Calexico High School as outlined in the WASC, ELL Master Plan and as dictated by state, federal and CUSD mandates and/or guidelines. Participates on the site's management team.

DUTIES INCLUDE:

- Makes recommendations to the Principal concerning reform measures as defined by MTSS, WASC and facilitates the implementation of a coordinated seamless plan.
- Works with the School Improvement Action Team to provide optimal articulation of curriculum and instructional programs.
- Makes recommendations to the administrative team, the leadership team, parents, students and staff concerning instructional goals, interventions and assessment issues.
- Provide leadership to staff in the development of course outlines, quarterly assessments, and other instructional documents and or activities.
- Assists the Principal in gathering, documenting and archiving student assessment data; works with site leadership teams to assure school wide participation in the project's programs and activities.
- Works with other school site instructional support providers to assure that all staff has an opportunity to receive coaching and guidance towards effective standards based teaching and assessment.
- Confers in concert with the principal, with school employees relative to their duties and responsibilities.
- Works with district level administrators and feeder school administrators and teachers in articulating the district and school wide academic goals, curriculum and assessments.
- Assists the administrative team with general campus supervision including co/ extra-curricular activities and athletic events.
- Lead and support implementation of MTSS
- Conduct formal observations and supervision of staff.
- Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources

- Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students
- Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and students' success
- Assist with preparation of the School Instructional Calendar.
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of site annual district-wide assessment calendar.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

High school curricula; the educational needs of English learners; applications of technology to teaching and learning; instructional techniques, strategies, and goals toward achievement of world class education standards; curriculum development strategies, instructional delivery systems, and program evaluation processes; evaluation techniques for determining program activity and personnel effectiveness; principles of school based management and shared decision making; human relations and conflict resolution strategies, needs of a high school for educating students for the 21st Century; education reform efforts including such initiatives as MTSS, WASC, etc.

Ability to:

Demonstrate outstanding instructional, organizational, and leadership skills; systematically analyze problems, determine alternative problem solutions, and make appropriate and effective decisions; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal supervision.

Experience:

Five years of successful teaching experience, at the high school level.

Education:

Equivalent to the completion of a Master of Arts or higher degree from an accredited college or university in curriculum and instruction; educational administration, instructional technology, or closely related field

Certification Requirement:

Possess a valid California Administrative services credential.

Term of Work:

11 month certificated employee with an assignment of 206 working days. Salary and benefits will be based on Assistant Principals salary schedule.

Board Approved: