



**COORDINATOR III – CURRICULUM AND INSTRUCTION
(Department of Open Educational Resources)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Assigned Director or Administrator

ESSENTIAL FUNCTIONS:

1. Lead the development and implementation of open educational resources (OER) in alignment with district and state standards.
2. Coordinate the creation of training materials, completion metrics, and structures for the open educational resource (OER) project.
3. Act as a resource to school districts and the County Office in the area of curriculum, instruction and assessment.
4. Develop, coordinate, conduct and/or facilitate professional development workshops and conferences.
5. Provide leadership for all instructional aspects concerning school reform and improving student achievement.
6. Represent the County Office at professional meetings.
7. Assist district and site administrators in the implementation of California, content standards, including but not limited to, common core state standards, ELD standards and next Generation Science Standards.
8. Collaborate with professional and community committees, organizations, institutions and other agencies at the local, state and national level to promote improved practices in education.
9. Develop, coordinate, and administer state-wide activities which promote the development of high-quality instructional materials.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and ability to stay abreast of current trends, innovations and practices in elementary and secondary education.
2. Ability to work and communicate with people effectively and cooperatively.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Interest in and knowledge of instruction and curriculum development as evidenced by prior professional experiences.
2. Capacity to be a skillful clinical observer and diagnostician in curriculum and instruction practices.
3. Possession of a broad range of pedagogical skills.
4. Ability to make decisions based on a sound educational philosophy.
5. Ability to establish appropriate working relationships and rapport with individuals and groups.
6. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold appropriate Administrative credential.
2. Must hold a Master's Degree earned at an accredited college or university.
3. Must hold appropriate California teaching credential(s).
4. Authorization to teach English Learners preferred.

B. Experience:

1. Successful experience in classroom teaching, preferably with populations of English learners and socioeconomically disadvantaged students.
2. Successful experience in a supervision role at a school site or district/county office preferred.
3. Leadership in providing teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instructional programs.
4. Successful experience in coordinating and conducting professional development activities.
5. Experience in curriculum development and/or supervision.
6. Experience that indicates knowledge of current school reform principles, theory and instructional techniques.