



CONTENT COORDINATOR – ENGLISH LANGUAGE ARTS

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Work with site and district administrators in school districts and other agencies to help:
 - a. Support/consult on curriculum development, material selection and alignment with state frameworks and standards
 - b. Plan, organize, and promote various activities necessary for the implementation of the state curriculum frameworks and standards
 - c. Improve student performance assessment and testing
2. Act as a resource by developing, facilitating, and providing training to school districts and the county office in the area of curriculum, instruction and assessment with an emphasis in English Language Arts, including how to support English Learners and students with special needs.
3. Act as an advocate for appropriate curricular changes and modifications.
4. Examine county and district data on a continual basis to discover trends and to determine and provide targeted professional learning.
5. Coordinate, conduct, and attend professional development workshops and conferences.
6. Provide leadership for all aspects concerning English Language Arts instructional programs and professional development programs.
7. Represent the county office at professional meetings.
8. Collaborate with professional and community committees, work groups, organizations, institutions, and other agencies at the local, state and national level to promote improved practices in education.
9. Develop, coordinate and administer county-wide activities which promote student interest and competence in English Language Arts.
10. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:

1. Effectively communicate knowledge of and ability to stay abreast of current trends, innovations, and practices in elementary and secondary education, with an emphasis on English Language Arts.
2. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively.
3. Skills to manage the work, set priorities, and evaluate progress toward outcomes.
4. 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.
5. 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. A command of knowledge in English Language Arts education and a capacity for its replenishment and expansion.
2. Interest in instruction and curriculum development as evidenced by prior professional experiences. Candidate must be well-versed in Common Core English Language Arts Standards and Standards of English Language Arts practices.
3. Capacity to be a skillful clinical observer and diagnostician in curriculum and instruction practices, specifically in English Language Arts.
4. Possession of a broad repertoire of pedagogical skills.
5. Ability to make decisions based on sound educational philosophy.
6. Ability to establish appropriate working relationships and rapport with individuals and groups.
7. 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. Administrative Services Credential (or be eligible for an administrative preliminary, intern, or waiver credential and obtain and maintain that credential upon receiving a job offer).
2. Master's degree earned at an accredited college or university.
3. California teaching credential(s).
4. Authorization to teach English Learners preferred.

B. Experience:

1. Successful experience in classroom teaching, preferably at both elementary and secondary levels.
2. Successful experience in a supervision role at a school site or district/county office preferred.
3. Leadership in providing students, teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instruction programs, specifically in the areas of English Language Arts.
4. Experience in curriculum development and/or supervision, with specialization in English Language Arts.
5. Experience and study which indicate knowledge of English Language Arts principles, theory, and teaching techniques.

CP: rn

4/24/2025

G:\Content Coordinator – English Language Arts.doc

Formerly Coordinator III – English Language Arts 2024