



**PROGRAM COORDINATOR – CURRICULUM & INSTRUCTION
EMPHASIS: ENGLISH LANGUAGE ARTS & LITERACY**

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Coordinate the implementation of all components, including billing, budgets, and contracts, of the English Language Arts (ELA) program within the department.
2. Supervise, coordinate, and evaluate assigned classified and certificated staff and services within the applicable bargaining units.
3. Facilitate alignment and provide guidance in scheduling, assigning, and monitoring English Language Arts and Literacy work plan implementation with coordinators, including summer programs.
4. Design and develop single-year and multi-year English Language Arts and Literacy work plans aligned to district and/or school needs, goals, and strategic plans (WASC, SPSA, LCAP).
5. Collaborate 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.
6. Design, coordinate, and facilitate professional learning activities for school districts and the county office in the area of curriculum, instruction, and assessment with an emphasis on English Language Arts, literacy, and language development, including how to support English Learners and students with special needs.
7. Promote consistency and fidelity in implementing the KCSOS English Language Arts and Literacy vision for professional learning and instructional coaching, in collaboration with the content team.
8. Act as an advocate for appropriate curricular changes and modifications.
9. Oversee the examination of district, county, and state data on a continual basis to discover trends and to determine and provide targeted professional learning.
10. Coordinate, conduct, and attend professional development workshops and conferences.

11. Provide leadership for all aspects concerning English Language Arts, literacy, and language development instructional programs and professional development programs.
12. Facilitate, coordinate, and/or represent KCSOS at professional meetings, activities, and trainings at both local and state levels.
13. 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.
14. Develop, coordinate, and administer county-wide activities which promote student interest and competence in English Language Arts and literacy.
15. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Effectively communicate knowledge and have the ability to stay abreast of current trends, innovations, and practices in elementary and secondary education, with an emphasis on English Language Arts, literacy, and language development.
2. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively. Skills to manage the work, set priorities, and evaluate progress toward outcomes.
3. Must possess a private vehicle, a 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. A command of knowledge in English Language Arts and literacy, a capacity for its replenishment and expansion.
2. Interest in instruction and curriculum development, as evidenced by prior professional experiences.
3. Candidate must be well-versed in Common Core English Language Arts Standards and California English Language Arts/English Language Development Framework.
4. Capacity to be a skillful clinical observer and diagnostician in curriculum and instruction practices, specifically in English Language Arts and literacy.
5. Possession of a broad repertoire of pedagogical skills.

6. Ability to make decisions based on sound educational philosophy.
7. Ability to establish appropriate working relationships and rapport with individuals and groups.
8. 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 language and literacy.
4. Experience in curriculum development and/or supervision, with specialization in English Language Arts and literacy.
5. Experience and study indicate knowledge of language and literacy principles, theory, and teaching techniques.

MR:rn

7/30/2026

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