

# Sonoma County Office of Education – Job Description

---

---

## Certificated Management

### Curriculum Coordinator (ELA, HSS & UDL)

#### Definition:

This position supports schools and districts in providing quality teaching to all students. Included activities are: plan, organize, administer, and coordinate professional learning activities; assist schools and districts with the development, and implementation of effective curriculum and teaching strategies in area of emphasis; demonstrate effective teaching strategies related to English Language Arts (ELA), History Social Science (HSS), and Universal Design for Learning (UDL).

#### Distinguishing Characteristics:

- The successful candidate will demonstrate: a high level of competence in collaboration skills.
- Expertise in content and teaching strategies, exemplary teaching experience in area of emphasis; ability to facilitate conversations regarding instructional practices.
- Successful experience in designing and delivering professional learning to teachers and administrators.
- Resourcefulness in accessing and integrating current information regarding area of emphasis.
- Superb collaboration skills.
- A sense of humor and love of learning; self-directed work style; desire to be a part of a collaborative, innovative team.

#### Supervision Exercised and Received:

General direction is provided by the Deputy Superintendent of Instruction or designee. May supervise and evaluate professional, clerical, and technical personnel as assigned.

#### Example of Duties and Responsibilities:

*Duties and Responsibilities may include, but are not limited to, the following:*

- Visit schools and classrooms to provide feedback and information on instruction.
- Plan, organize, coordinate, and conduct professional learning opportunities with regional programs, project partners, Educational Services staff, teachers, administrators, boards, Institutes of Higher Education, and other agencies.
- Assist teachers and administrators in using researched-based instructional practices aligned and integrated with the Common Core Standards and area of emphasis.

- Provide leadership and coordination in curriculum and instruction resources related to area of emphasis.
- Participate in County Office staff meetings by attending regularly, initiating relevant agenda items, and sharing ideas and opinions as appropriate.
- Establish and maintain clear communication and cooperative working relationships with clients, staff, and other agencies.
- Maintain professional competencies in areas of responsibility, maintain contact with and participate in professional job-related organizations, and serve as a liaison to professional groups.
- Keep informed of state and federal education initiatives, trends, in order to serve as a supportive and knowledgeable resource to county, school, and district staff, and others.
- Perform related duties as assigned.

## **Employment Standards:**

### ***Knowledge of:***

- Principles, practices, methods, and strategies in support of ELA, History-Social Science and Universal Design for Learning implementation.
- Effective Classroom coaching practices.
- Adult learning theory and effective professional learning practices.
- Current research and development in the area of emphasis.
- Understanding of Common Core Standards in English Language Arts; English Language Development, and History-Social Science Standards and the integration with curricular areas.
- Understanding of principles, practices and strategies aligned with Universal Design for Learning.
- Organizational Culture.
- Integration of technology in specialty area.

### ***Ability to:***

- Synthesize large amounts of information.
- Respond promptly to requests of internal and external clients; provide direction, assistance, training, materials, and resources related to specialty area.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience, including the use of electronic media.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agency personnel.
- Plan, organize, and provide professional learning opportunities; including on-site coaching, demonstration lessons, and classroom visitations with feedback to teachers and administrators.
- Adjust presentation style, content, level of specificity etc. for varying stakeholder groups.
- Take direction and adjust performance based on input from supervisor.
- Self-direct.
- Demonstrate flexibility and openness to change.

- Maintain and improve professional skills and knowledge.
- Facilitate groups of adult learners and engage adult learners in professional learning.
- Meet timelines.

***Computer Skills:***

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.

**Education and Experience:**

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:***

- Masters Degree from an accredited college or university with an emphasis in education or closely related field desirable.

***Experience:***

- Five (5) or more years of directly related experience in K-12 classrooms.
- Experience in development and presentation of professional learning to adults.

***Credentials:***

- Appropriate valid California Teaching Credential.
- Valid California Administrative Services Credential is desirable.

***Physical Abilities:***

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.

- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

***Work environment:***

*The following conditions may be present:*

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

***Other Requirements:***

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Revised: March 2018
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services