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**Curriculum Coordinator - Area of Emphasis-Science**

**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.

**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 Received and Exercised**

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

**Examples 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 area of emphasis
- 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 Language Arts and Mathematics; English Language Development Standards and how the intersection with area of emphasis
- 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

### **Education and Experience**

Any combination of education and experience that would likely provide the required 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 and a valid California Administrative Services Credential is desirable.

### **Work Environment:**

The following conditions may be present:

- Walking on uneven ground when outdoors
- Exposure to student illness, 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 SCOE, 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 to school sites; may require a current California drivers license and proof of insurance, and possible participation in the DMV Pull Notice Program once employed