Sonoma County Office of Education – Job Description  

Certificated Management  

Curriculum Coordinator (English Language Arts/English Language Development-Grades K-12)  

Definition:  
This position supports schools and districts in providing quality teaching to all students in English Language Arts (ELA) as well as the integration of English Language Development (ELD) for grades K-12 aligned to California Standards (CS) and the California ELA/ELD Framework. Included activities are: plan, organize, administer, and coordinate professional learning activities; prepare and provide training and support for teachers in how to integrate CS into current instructional practices and instructional resources; assist school and district leadership in supporting instructional practice in ELA/ELD; serve as a subject matter liaison locally, and regionally in support of standards-aligned instructional improvement; serve as a resource to schools and districts on the currently adopted instructional materials; model and support classroom efforts to improve ELA learning for all students; support improvement efforts for schools and districts; create and facilitate engaging professional development on relevant ELA/ELD topics; work collaboratively and creatively with department team members on interdisciplinary projects and trainings.

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 ELA and ELD content and teaching strategies.  
• Exemplary teaching experience in ELA/ELD.  
• In-depth knowledge of student learning in ELA and the California ELA/ELD Framework.  
• Strong understanding of the ELA/ELD CS for grades K-12.  
• Commitment to fostering equity, empathy, and tolerance within each student 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 ELA/ELD instruction.  
• Flexibility and creativity in working with colleagues.  
• 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.
• Creates and produces written materials used for internal and external purposes, including website content, ensuring documents are accessible according to the Americans with Disabilities Act.

**Supervision Received and Exercised:**
General direction is provided by the Deputy Superintendent of Instruction or designee. 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 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 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 utilize its resources for instructional purposes, use a search engine, bookmark a site, download a file, copy text, edit bookmarks 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.
● May need to occasionally lift up to twenty (20) pounds and in excess of twenty (20) pounds with assistance.
● Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

**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 and Federal Bureau of Investigation records checks must be received by the Sonoma County Office of Education, prior to employment.
● Proof of TB test will be required upon employment.
● Proof of COVID-19 vaccinations are 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.