Curriculum Coordinator-Area of Emphasis (Math K-12)

Definition:
This position supports schools and districts in providing quality teaching to all students in math content literacy and currently available math instructional materials; design and facilitate training and support for teachers in content and instructional strategies for mathematics standards in all grade levels; model and support classroom efforts to improve math learning for all students; work collaboratively and creatively with department team members on inter-disciplinary projects and trainings; collaborate with department members to plan, prepare for, and execute student events. 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 mathematics; demonstrate effective teaching strategies related to mathematics.

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.
• 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.

Employment Standards:

Knowledge of:
• Principles, practices, methods, and strategies in mathematics.
• 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 Mathematics, 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.
- A 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.