

UNION SCHOOL DISTRICT

Coordinator, Learning & Innovation

The Position

The Coordinator, Learning & Innovation, is a management level position under the general direction of the Director, Learning & Innovation or designee. The Coordinator, Learning & Innovation coordinates, develops, and organizes programs, staff development, assessment and projects related to curriculum and instruction. Performs related duties including: development of instructional programs, delivering staff development, evaluating curriculum and assessment, organizing schedules and delivering appropriate trainings; and provides appropriate assistance and support for instructional programs and assessment.

REPRESENTATIVE DUTIES

- Participates, coordinates, and/or conducts a variety of professional development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning student learning and instructional strategies;
- Advises teachers and administrators in instructional strategies, use of materials and equipment, and implementation of State and Federal programs and procedures;
- Supports the development, training and implementation of State and District assessments;
- Supports schools in analyzing the results of assessments to improve instruction;
- Supports completion of the School Accountability Report Cards, Comprehensive Safety Plans, Single Plan for Student Achievement, Local Education Plan, LCAP, Title I and III plans;
- Supervises and evaluate staff;
- Coordinates supplementary programs;
- Establishes and maintains cooperative and effective working relationships with others; and
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Broad curricula and instructional practices, teaching strategies, content, and resources;
- Content and performance standards;
- Best practices for classroom instruction; and
- Implementation of change.

Ability to:

- Analyze and interpret data;
- Effectively communicate both in written and oral forms;
- Demonstrate technological proficiency in a variety of formats
 - To analyze and provide data for specific purposes
 - For presentations, professional development and trainings
- Develop and implement high quality staff development;
- Coach peers;
- Develop curriculum;
- Consult, collaborate, and motivate adults;

- Model “best practices” in the classroom;
- Evaluate, coach, develop and implement curriculum;
- Lead highly-energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole;
- Act as an agent of change;
- Collaborate with others in planning and implementing effective programs, including staff and parent training (as appropriate), within established budget constraints;
- Meet schedules and timelines; and
- Maintain regular attendance.

Qualifications

Required Certification, Education and Experience:

Must have any combination equivalent to: Bachelor’s degree from an accredited college or university; Master's degree with major coursework in Educational Leadership, Curriculum, Instruction or a related field; five (5) years of teaching, counseling or school psychology experience; Possess or have the ability to possess a California Administrative Credential and prerequisite Teaching or Pupil Personnel Services Credential; demonstrated leadership and organizational abilities. and a valid California driver's license.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

SALARY & BENEFITS: The Coordinator, Learning & Innovation is compensated per the Management Salary Schedule. This position works 221 days (Full time). The District provides a competitive benefit package.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with high noise and distraction levels.
Driving a vehicle to conduct work at other sites.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation and or training in English and, possibly, a designated language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Lift up to 20 or more pounds;
Carry up to 20 or more pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;

Manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.