



POSITION DESCRIPTION

Title: COORDINATOR , CURRICULUM & PROFESSIONAL LEARNING

Department: Educational Services

FLSA Classification: Exempt

Bargaining Unit: None

Work Year: 213 Days

**Reports to: Assistant Superintendent,
Educational Services**

Board Approval Date: 5/28/25

Salary Grade: Scheduled Management Salary Schedule, Range 41

Primary Function:

Provide leadership and support services to all schools, aids in assessing the needs of students to assist in the successful implementation of district programs and school improvement programs in conformance with district policy, various state and federal regulations, and guidelines for categorically funded programs.

Essential Job Functions include, but are not limited to the following:

1. Implement the philosophy, goals, objectives, and policies adopted by the Board of Education as they pertain to district educational programs.
2. Under the direction of the Assistant Superintendent of Educational Services, or designee, develop professional development programs to support curriculum implementation and research-based teaching strategies aligned with District and Common Core State Standards, as well as the Local Control Accountability Plan and Strategic Plan.
3. Assist in the development and implementation of local standards-based assessments and facilitation of state mandated standards-based assessments.
4. Under the direction of the Assistant Superintendent of Educational Services, or designee, direct coordination, planning, implementation, and evaluation of district and school programs.
5. Under the direction of the Assistant Superintendent, Educational Services, or designee, develop, coordinate, design, provide and support teachers, leaders, administrators and site teams in implementing comprehensive professional learning strategies in order to accelerate learning for all students supporting the implementation of research based strategies, horizontal and vertical articulation, and meaningful collaboration to promote student and teacher agency.
6. Assist with the adoptions of instructional materials.
7. Assume leadership role for curriculum and instruction related areas, support school library techs.
8. Oversee the NB STEM Residency Program

MINIMUM QUALIFICATIONS

Education and Experience

- At least 5 years as a successful credentialed teacher with effective evaluations, and
- At least 3 years serving as a site administrator in an Elementary, Middle, Alternative or High School setting and/or district level administrator or equivalent, and
- Bachelor's Degree
- Master's Degree or higher desirable

Knowledge of:

- TK-12 curriculum, instruction and pedagogy.
- Current educational research and evidence-based programs and initiatives.
- Effective strategies, curriculum and instruction for use with English Language Learners. Alternative school settings.
- Professional development theory and strategies.
- State and Federal Programs.
- Research-Based student behavior intervention practices.
- Special Education and the related laws and regulations.

Ability to:

- Clearly and effectively communicate with a variety of audiences.
- Clearly express information in written formats.
- Establish and maintain positive relationships with school and district personnel.
- Act in a professional and positive manner.
- Use tact, patience, and courtesy.
- Provide leadership with respect to the implementation of Board-adopted curriculum and policies, and the Strategic Plan.
- Lead the acceleration of student achievement and closing the achievement gap among identified students, including English Language Learners, Special Education, Foster Youth and low income.
- Strategically think with a proven record of consistently exceeding goals in an educational setting.

Licenses/Certifications/Education:

- Administrative Services Credential
- Bilingual in Spanish desirable

Working Conditions

- Office environment as well as many hours spent outside on the campus or inside various classrooms.
- Will be required to attend evening meetings, and other in-service trainings, as directed by the Assistant Superintendent, Educational Services
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.

Physical Abilities

- Sitting for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds