

**COORDINATOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT**

---

**Purpose Statement**

The Curriculum, Instruction & Assessment Coordinator provides leadership in the development, articulation, and implementation of high-quality instructional programs within the context of inclusive and equitable school and district systems that support all students in achieving their highest potential. The position supports the development, implementation, and monitoring of a comprehensive student data and assessment system that connects assessment to instruction and facilitates the use of assessment results to improve instruction and intervention.

**Essential Functions**

- Provides leadership in the development, articulation, and implementation of high-quality instructional programs within the context of inclusive and equitable school and district systems
- Coordinates, implements, and monitors professional development opportunities aligned with the TTUSD Instructional Framework for Student Learning and assist in shifting teacher's practice to understand critical pedagogy better, scientifically based reading research, and the need for change based on student evidence
- Provides training and support to align district and school goals
- Facilitates the district literacy team with implementing district-wide/site-based improvement cycles
- Works with school principals and leadership teams to develop and implement school improvement cycles
- Assists in the evaluation of instructional programs, grading and assessment, and their effect on student achievement
- Provides leadership to assure correlation between district curriculum and state/national standards
- Evaluates and supports the implementation of high quality curriculum and research-based instruction
- Stays current in the educational field through professional readings, seminars, workshops, and conventions
- Develops and implements plans for curriculum revisions and instructional materials adoptions
- In collaboration with school principals, supervises and evaluates Reading Intervention Teachers and Instructional Coach TOSA's
- Supports the development, implementation, and monitoring of a comprehensive student data and assessment system that connects assessment to instruction and facilitates the use of assessment results to improve first instruction, intervention, and student learning
- Collaboratively supports school principals to enhance and refine instructional practice
- Evaluates and supports the implementation of high-quality assessment tools and platforms; Collects, monitors, analyzes, and presents student performance data
- Models best practices in data quality, analysis, and reporting
- Leads administrators, teachers, and school staff in integrating research-based assessment practices in schools and individual classrooms
- Serves as coordinator of state and local assessments
- Uses technology to analyze efficiently and present, student academic performance data
- Establishes trusting relationships with staff, parents, and the community to enhance and coordinate district/community partnerships
- Supports and participates in district and community literacy-based activities
- Serves as a liaison with state and national organizations to keep abreast of best practices in literacy instruction
- Facilitates effective communication processes with all stakeholders
- Other related duties as assigned

**Job Requirements & Skills**

**KNOWLEDGE** of instructional curriculum and methods for effective implementation of TK-12 instructional strategies; Researched based foundational reading and content literacy instructional methods; Multi-Tiered Systems of Support and Response to Intervention; Effective assessment systems and strategies; Budget preparation and monitoring; Goals, objectives, and policies of the district; Interpersonal skills that support positive and trusting

professional relationships with stakeholders; Coaching Language; Expert-level written and oral communication skills; Operation of personal computers and related software; Strategies to manage time and workflow efficiently.

**ABILITY** to meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner; Demonstrate respect for others; Use strong interpersonal skills to build and maintain safe and supportive relationships with district and community stakeholders; Work with limited direction and take initiative; Prepare and monitor a budget; Communicate the district vision of student learning and literacy; Operate a personal computer and related software.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Experience**

Five Years of classroom experience in various grade levels  
Background with Instructional Coaching and Leadership preferred

### **Education**

Bachelor's and Master's Degrees

### **Required Testing**

Successful Completion of Pre-Employment Process

### **Additional Qualifications**

Ability to travel to other sites/locations

### **Continuing Education/ Training**

Training attendance at workshops as appropriate

### **Certificates & Licenses**

Teaching Credential  
California Administrative Credential  
Reading Specialist certificate preferred  
Certificate of completion of coaching

### **Clearances**

DOJ/FBI Fingerprint Clearance  
TB Clearance

### **Supervision**

Executive Director of Educational Services

### **Salary Grade**

Range 6 Certificated Salary Schedule

### **Work Year**

220 Days