SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Instructional Coordinator
REPORTS TO: Assigned Supervisor

DEPARTMENT: Various Departments
CLASSIFICATION: Certificated Management

FLSA: Exempt
SALARY GRADE: 027

ISSUED: June 25, 2019

BASIC FUNCTION:

Under the general direction of the assigned department or division head, coordinate and provide leadership and direction to site administrators and school teams in one or more areas of curriculum and/or compliance; evaluate and supervise the work of assigned certificated and classified staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Coordinate and provide leadership and direction to site administrators and school teams in one or more areas of curriculum and/or compliance.  

Provide support to site administrators in order to ensure compliance with state and federal regulations as well as district policy and procedure; assist with audits.  

Assist in the coordination and evaluation of coaching cycles and professional development offered by the assigned department or division; recommend teaching techniques and the use of different and/or new technologies.  

Lead assigned curriculum development projects and lead the implementation of new and/or revised curriculum based on state standards.  

Plan, organize and conduct teacher and site administrator professional development.  

Assist in the formulation and development of policies, procedures, and programs for the assigned department or division.  

Assist in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; participate on district committees.  

Assist site administrators and school teams evaluate the effectiveness of curriculum and/or teaching techniques; conduct observations and research, gather and evaluate data to provide support and feedback.  

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop procedures to encourage effective and efficient management controls within assigned area.  

Perform other related duties as assigned.
EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a master’s degree and seven years of TK-12 teaching experience.

LICENCES AND OTHER REQUIREMENTS:
Valid California driver’s license.
Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organizational development principles and practices.
Techniques and strategies for managing a large, diverse organization.
District curriculum and school instructional programs.
Principles and techniques of budget preparation and control.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Oral and written communication skills.

ABILITY TO:
Provide leadership and direction in the administrative and instructional functions of the district.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Plan and organize programs.
Analyze problems, make decisions, and be responsible for those decisions.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and time lines.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Issued: 6.25.19
Job Code 1772
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