



Central Union School District  
Lemoore, CA

**CENTRAL UNION SCHOOL DISTRICT**  
**Coordinator of Curriculum**  
**(Assessment and Accountability)**

**JOB DESCRIPTION**

**ESSENTIAL FUNCTION:**

Under the direct supervision of the Assistant Superintendent of Curriculum and Instruction, the responsibilities of the Coordinator of Curriculum and Instruction is responsible for programmatic development, planning, and organization which may encompass any number of the assigned areas: curriculum development, bilingual education, migrant education, State and Federal programs, proficiency and state testing, educational technology, staff development.

The Coordinator of Curriculum and Instruction also provides leadership in instruction, policy planning and implementation, and program development; and assists with the management and school compliance consistent with District philosophy, goals, and objectives.

**DIRECTLY RESPONSIBLE TO**

Assistant Superintendent –Educational Services

**IMMEDIATE SUBORDINATES**

None

**DUTIES AND RESPONSIBILITIES:**

- Oversee all District assessment and student achievement demographics including data related to federal and state mandated assessments, and local measures of accountability;
- Plan, organize, administer, and provide leadership for a comprehensive system of testing and assessment related to the requirement of federal, state, and local mandates focusing on high standards of student achievement in assessment and accountability including the assessment of student progress and educational program effectiveness;
- Communicate procedures for improved analysis (interpretation and use) of State Assessment System data and local assessment data at the district, site, grade, and student group levels.
- Monitor longitudinal data to emphasize student achievement trends and identifies on-going content area needs on a District-wide and/or site-by-site basis;
- Assist school sites with the data compilation required to write and annually update a Single Plan for Student Achievement.
- Coordinate with department representatives (technology/student information system, personnel, state/federal programs) to assure the timeliness and accuracy of state and federal reporting (i.e., Fall I, Fall II, LCAP Annual Update, Civil Rights Data Collection, School Accountability Report Card).
- Assist with the supervision and administration of state mandated information systems such including California School Information Services (CSIS), California Basic Education

- Data System (CBEDS), and California Longitudinal Achievement Data System (CALPADS), Special Education Information Systems (SEIS) to ensure data consistency and accuracy in areas of responsibility, and provides accurate and timely student demographic data in the Districts data systems
- Establish and administer methods/procedures for collecting, analyzing, and reporting student assessment data;
  - Provide training to site administration and teachers to develop, administer, and use student/program assessment data to improve student achievement;
  - Conduct program evaluations using current research methodologies;
  - Assist with the district wide data compilation required to measure and report the effectiveness of the Local Control and Accountability Plan's (LCAP) annual update.
  - Disaggregate data to allow in-depth analysis of District and site subgroups as they pertain to student achievement progress requirements;
  - Assist schools and staff in the preparation and revisions of the Single Plan for Student Achievement (SPSA).
  - Complete the consolidated application process including all aspects of submission of the required information and implications for data submitted and application of the Consolidated Application Reporting System (CARS).
  - Coordinate, facilitate, and produce in a timely manner the district LCAP.
  - Organize the facilitation and writing of the LCAP
  - Provide feedback to administrators to assist them in introducing parent/community groups to the LCAP process;
  - Facilitate parent/community/stakeholder meetings for the District around LCAP implementation;
  - Administer, manage, and monitor the implementation of the District LCAP and Strategic Plan;
  - Works directly with Superintendent and Senior level cabinet leadership in the establishment and coordination of the District LCAP and Strategic Plan, and in creating immediate and long-term LCAP goals and outcomes.
  - Conduct meetings/conferences in areas or responsibility for faculty, staff, parents, community representatives, and other school advisory groups;
  - Develop and monitors related program budgets and expenditures;
  - Maintain current knowledge of rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations as applicable to assessment and accountability programs.
  - Disseminate and assist in the interpretation of student achievement data to school sites, parent/community committees, and District departments.
  - As requested by the Superintendent and/or Assistant Superintendent, prepare reports designed to support standards-based curriculum development to support improved instruction and a variety of student educational needs;
  - Works independently, establishes and maintains project deadlines, manages multiple projects, works with a variety of individuals and groups, communicates orally and in writing, and travels to various locations;
  - Provides leadership and expertise in assessing, identifying, formulating, and implementing the District's goals/objectives as well as maintaining and carrying out adopted policies of the Governing Board and District administration;
  - Inform the Superintendent and/or Assistant Superintendent of any condition, situation, and/or event, which has significant positive or negative impact on the school district.

- Communicate with the Senior Cabinet Leadership on issues and areas of responsibility and oversight and provides well-timed and appropriate updates to cabinet stakeholders on programs, activities, timelines, issues, and changes within areas of responsibility;
- Perform additional duties and obligations as mandated by law, Board policy, or as directed by the Superintendent and/or Assistant Superintendent

**QUALIFICATIONS:**

Knowledge of:

- State frameworks and content and performance standards in all relevant content areas.
- Current educational administration principles and practices
- Organizational and problem-solving skills
- District organization, operations, policies and objectives
- Planning processes, Educational programs, curriculum and instruction and learning of students K-8
- Principles and practices of management
- Applicable laws, codes, regulations, policies and procedures
- Computer equipment and operation
- The California Standardized Testing and Reporting (STAR) Program, and State and Federal accountability systems
- Student information and data analysis systems
- Oral and written communication skills

Ability to:

- Establish, cultivate, and maintain cooperative and harmonious working relationships with district and site level staff
- Work collaboratively with the Superintendent, Governing Board, Cabinet, District Office staff members, principals, faculty, staff and parents utilizing courtesy, tact, and diplomacy;
- Provide a positive climate of interaction and communication between staff and district administration in the review and evaluation of the educational program.
- Provide technical support and staff support for specially funded programs
- Analyze, conduct, and carry out program needs assessments and effective alternative solutions to program issues and concerns for each funding source
- Communicate effectively in oral and written form
- Provide support in design, development, and articulation of content and performance standards
- Research and problem solve questions dealing with programs in areas of responsibility
- Assist in staff development and implementation of assessment measures for academic standards
- Work with Assistant Superintendent and teacher leads to develop and implement system-wide assessment programs.
- Work with Lead Teachers to build coaching capacity.
- Implement educational strategies based on evaluation and assessment data
- Assess District effectiveness with instructional programs
- Exercise judgment and discretion in interpreting and applying policies and procedures
- Analyze situations accurately and adopt an effective course of action;

- Meet schedules and time lines
- Plan and organize work and complete tasks independently with little direction
- Assist with identifying support services for students not meeting standards of performance
- Assist with grant writing and provides guidance for grant implementation
- Develop, implement, and supervise staff in testing and assessment programs
- Interpret complex data
- Motivate, lead, support, supervise, and evaluate personnel as required
- Maintain confidentiality on issues concerning program and staff

Education and Experience:

- Minimum of a Bachelor's Degree in education or closely related field, Master's Degree preferred
- Minimum of four years of educational experience serving in an administrative capacity, Administrative experience as a site principal is preferred
- Additional years of experience may be substituted for education at the discretion of the district
- Possess a valid California Administrative Credential

Clearance Information

- TB Test clearance
- Criminal Justice Fingerprint clearance
- Valid Driver's license and insurability

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Sufficient vision to read printed material, and see objects
- Dexterity of hands to finger, handle, or feel objects, tools, or controls
- Frequently required to sit, stand, and walk for extended periods of time
- Be able to reach with hands and arms; and occasionally stoop, kneel, or crouch
- Occasionally lift and/or move up to 30 pounds
- Be mobile in order to move around to different school sites

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Specific work will be at School sites and the District office, Indoor and outdoor work setting, subject to interaction with other individuals (adults and children). While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision. Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other people and the ability to meet multiple demands from several people.

Salary and Work Year Information:

Management Salary: Coordinator of Curriculum and Instruction

Work Year: 210 days, July 1 through June 30 (Positive Attendance)

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.