



Chualar Union Elementary School

Academic Coordinator

Classification: Certificated Management

Work Days: 195

DEFINITION

Under the direction and supervision of the Superintendent/Principal, serves as the instructional programs / curriculum educational leader of a K-8 school, providing educational leadership for teachers, students and staff members that have a direct function with the academic achievement of students and is consistent with the educational goals of the district. Plans and leads professional development meetings for teachers. Bilingual and bicultural highly desired.

SUPERVISOR

Principal/Superintendent

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES

Educational Leadership:

- Establishes positive relationships with teachers, staff, parents and students with an attitude of appreciation, respect, and the highest level of professionalism; collaborates with Site Leadership Team, all staff, parents, and community.
- Leads instructional staff in aligning instructional programs, curriculum, and assessment as aligned with the common Core State Standards (CCSS); identifies, implements, and monitors school-wide instructional strategies that maintains a high level of expectancy and challenges high achievers and accelerates learning, incorporates cultural responsive strategies that appreciate and recognize diversity.
- Provides on-site teacher professional development to ensure school instructional initiatives are being followed according to program components with the implementation of the instructional design in alignment with Common Core State Standards (CCSS) standards.
- Leads teachers in grade level collaborative meetings to assist in the “data analysis” and utilization of “assessment data” to improve student achievement. Guides teachers in the preparation and completion of the ELA/Match pacing guides.



Chualar Union Elementary School

- Conducts classroom walk-throughs, observations and provides “next-step” and constructive criticism support for all teachers. Assists teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the program.
- Conducts demonstration lessons to ensure that all teachers have been trained to a proficient level of delivery and are using the instructional materials as designed. Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students.
- Leads the Student Study Team (SST) to design a support system for students having difficulty in the regular classroom.
- Acts as a resource to all certificate staff in the development and implementation of a effective research-based instructional programs through formal and informal observations, walk-through and peer observations structures in order to make positive and innovative changes.
- Maintains a data-driven accountability system that sets, measures and freely reports progress data regarding student academic achievement.
- Works with Superintendent/Principal and Library Technician to assist in curriculum development.
- Assist with student attendance accounting and discipline
- Complete other duties as assigned by the Superintendent/Principal

School Culture:

- Creates an engaging and positive school culture and climate that supports student learning and is inclusive of all stakeholders
- Facilitates a caring learning community where students and adults feel safe, connected and respected.
- Influences a school culture conducive to continuous improvement for students and staff; fosters, recognizes, and supports ethnic, cultural, gender, economic, family, and diversity throughout the school.
- Complete other duties as assigned by the Superintendent/Principal

Management & Organization:

- Observes certificated staff; models District standards of ethics and professionalism; visits classrooms and uses observation data to give feedback to teachers.
- Solves problems effectively and mediates conflict when it occurs; seeks assistance from the district administration in a collaborative manner.
- Develop rapport and build relationships with students, staff, teachers and families.
- Complete other duties as assigned by the Superintendent/Principal

Parent & Community Engagement:

- Develops and maintains an atmosphere of equity, transparency, confidentiality and trust
- Actively engages parent participation, cooperation and support for student achievement
- Creates and promotes a wide range of options and opportunities for parents to be valued partners in their child’s education and the school
- Complete other duties as assigned by the Superintendent/Principal



Chualar Union Elementary School

OTHER DUTIES

- Performs other job-related tasks as assigned

PHYSICAL AND MENTAL CHARACTERISTICS

- Physical, mental and emotional stamina to perform the duties and responsibility of the position
- Manual dexterity sufficient to write, use telephone, computer, calculator, and operate center equipment
- Vision sufficient to read handwritten and printed materials, display screens, and to see at a distance
- Hearing sufficient to conduct in person conversations with children and adults and telephone conversations;
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone and in addressing groups
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb, run and move in an emergency situation
- Physical mobility sufficient to move rapidly about the work environment (office, district) on varied indoor and outdoor surfaces, to drive an automobile and to respond to emergency situations
- Physical stamina sufficient to sit for prolonged periods of time; to stand and walk for prolonged periods of time and the agility to climb stairs, to sit in a child's chair, squat at children's eye level for prolonged periods of time.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Physical strength sufficient to lift 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
- Physical, mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment

REQUIRED QUALIFICATIONS

Education and Experience

- Valid California Teaching Credential
- Minimum of five (5) years of successful classroom teaching experience
- Minimum of three (3) years successful experience in a diverse school environment as an instructional programs / curriculum leader
- Administrative Services Credential or Certificate of Eligibility preferred
- Bilingual English/Spanish highly desired

Knowledge of

- Knowledge of California public school policies, requirements, accountability systems, resources and organizations
- Bilingual/Bicultural/Bi-literate in English/Spanish highly desired



Chualar Union Elementary School

- Demonstrated knowledge of instructional leadership, curriculum development, program design, teaching and learning, and student services at the elementary and middle school level.
- Ability to motivate, encourage, and work with staff and students to ensure outstanding performance as well as positive engagement and morale
- Demonstrates culturally proficient leadership and cultural competence through behaviors, actions, and decision making
- Demonstrated proficiency using technology in the performance of job duties
- Ability to review and analyze data from multiple sources leading to informed decisions intended to improve student achievement
- Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively
- Excellent organization, time management and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work on a team
- Experience leading adults to accomplish ambitious goals in the face of multiple challenges
- Operating manual and automated office equipment, including a personal computer utilizing pertinent software applications
- Basic computer skills sufficient to maintain records and reports
- Understand and be sensitive to those culturally and linguistically diverse backgrounds

Skills and Abilities

- Establish and maintain cooperative relationships with those contacted within the course of work
- Communicate effectively in the English and Spanish languages, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with children, staff and families
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Exercise reasonable judgement in unusual circumstances
- Understand and carry out oral and written directions
- Function effectively within a team setting
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds
- Preparing and maintaining accurate records

Licenses and Certifications, Clearances

Maintain valid First Aid and CPR Certification

Criminal Justice Fingerprint Clearance

TB Clearance

Revise 05/24/2023

Board Approval – 05/31/23