



## **Martinez Unified School District**

“Together we will ensure diverse paths to educate students in their quest for knowledge and success”

### ***POSITION DESCRIPTION***

<b>Job Title:</b>	<b>Coordinator, Educational Services</b>	<b>Work Year</b>	<b>210 Days</b>
<b>Reports To:</b>	<b>Superintendent or Designee</b>	<b>Salary Range:</b>	<b>Administrative Salary Schedule</b>

#### **Primary Function:**

Under the general direction of the Superintendent, assists with the implementation, accountability, and monitoring of department duties to include but not limited to testing and assessments, academic intervention, ESSA, English language learners program compliance, and use of the electronic data management systems.

#### **Essential Duties May Include:**

- Provides support to principals to differentiate students’ academic needs (enrichment, below grade level, etc.)
- Gathers data and presents recommendations to Director of Curriculum, Superintendent, the Board of Trustees, and other groups.
- Assists with the implementation and administration of State and local testing programs
- Assists with the writing, monitoring and submitting required reports to state and federal agencies for accountability plans such as the LEA, LCAP, Title I, Title III, etc.
- Supervises the implementation of Federal, State, and local grants including evaluation and end-of-year reports
- Work extensively with school administrators and staff on the interpretation and use of assessment information to improve instructional practices and help close achievement gaps
- Design, prepare, and present research and evaluation reports regarding student and program performance; examine and analyze data, and develop recommended methods to improve instructional and intervention programs; review various reports prepared by Assessment, Research, and Evaluation staff
- Plan, coordinate, and schedule the processing of state-mandated testing programs; develop testing schedules and instructions for testing procedures, participate in and oversee the processing of tests; and ensure test security and appropriate return to testing companies
- Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings; create and maintain assessment databases, and produce data reports for various audiences.
- Monitors and supports improvement efforts and requirements from state and federal government
- Serves as the liaison between the private schools and the District in providing federal and state mandated support service to private school children
- Serves as a staff liaison for, or as a members of, appropriate committees
- Provides extended curriculum support as needed
- Assists with development and implementation of CTE and CCR programs
- Provides targeted subgroup learning data support to teachers and administrators

- Acts as the liaison between the District and the County Office of Education as needed
- Facilitates District English Learner Advisory Committee and Parent Engagement
- Assists with monitoring and supports student subgroups as identified in the LCAP
- Assists principals and teachers with curriculum development and implementation
- Provides support and training for staff in Standards implementation and assessment
- Attend training and workshops
- Other duties as assigned

### **EDUCATION AND EXPERIENCE:**

- Minimum five (5) years teaching experience
- Sound foundation in curriculum, instruction, and best teaching practices
- Understand the full impact of the transition to the K-12 Math Common Core State Standards (CCSS) including instructional shifts, current policy decisions, and the latest curriculum and assessment releases nationwide.
- Knowledge of, and facility with, district curriculum programs and technology
- Foundational knowledge of the Common Core State Standards and technology integration
- Experience in professional development, coaching and facilitation, and support of teachers
- Knowledge and application of Professional Learning Communities

### **DESIRED CHARACTERISTICS:**

- Ability to interact positively with staff members, community members and district staff
- Ability to provide leadership
- Ability to communicate effectively orally, writing, and via technology
- Administrative Experience desirable
- Master's Degree Preferred

### **LICENSES REQUIRED:**

- Enrollment in, or completion of, Tier I Administrative Services Credential program
- Valid California Teacher Credential (CLAD/BCLAD)
- Valid California driver's license

### **WORKING CONDITIONS:**

- Office environment; driving a vehicle to conduct work; constant interruptions.

### **PHYSICAL ABILITIES:**

- Sitting for extended periods; hearing and speaking to communicate and exchange information; sufficient vision to assure accuracy of reports and documents; dexterity of hands and fingers to operate a computer terminal and office equipment; lifting light to medium weight objects

**BOARD APPROVAL:** 5.13.2013\*\*Revised 6/01/2017 Pending Board Approval