

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 1165

DISTRICT ENGLISH/LANGUAGE ARTS COORDINATOR, PK-12

OVERALL RESPONSIBILITY

Under general direction, assist in coordinating the development, implementation, articulation, and evaluation of Modesto City Schools' PK-12 English/Language Arts programs pursuant to guidelines established by the Associate Superintendent, Curriculum & Instruction/Professional Development or designee.

SPECIFIC RESPONSIBILITIES

1. Assist in coordinating the development of the English/Language Arts, instructional program, PK-12. *E*
2. Assist in providing and recommending resources and materials related to research, State Standards/Frameworks and English/Language Arts program goals and objectives, PK-12. *E*
3. Coordinate and co-chair meetings of the English Chairpersons, in collaboration with the assigned administration. *E*
4. Assist in the development of PK-12 Reading, Writing, Listening and Speaking Content and Performance Standards and the development of district-wide common assessments, grades PK-12. *E*
5. Support and facilitate the selection of textbooks and other instructional materials. *E*
6. Support and facilitate in the alignment of courses and course outlines. *E*
7. Collaborate with Job Embedded Professional Development Coaches as needed to support classroom instruction. *E*
8. Provide support in training and grading of district assessments (such as ongoing benchmarks). *E*
9. Curate and disseminate data, reports, and information as needed. *E*
10. Facilitate and participate in curriculum development, revision, and evaluation as needed. *E*
11. Support the facilitation of Professional Learning Communities (collaboration) as needed. *E*
12. Create and facilitate professional development including, but not limited to audiences of parents, administration, district staff, and community members. *E*
13. Keep informed of research-based, best practices for supports of ELA standards and English Learners PK-12. *E*
14. Create, facilitate, and provide professional development in best practices for ELA standards and English Learners, to support the instructional program, PK-12. *E*
15. Communicate and support the District's vision, mission, and goals. *E*
16. Provide support with content-specific District websites/digital groups. *E*
17. Engage with vendors and outside agencies – consistent with District policies and procedures – regarding curricular courses. *E*

DISTRICT ENGLISH/LANGUAGE ARTS COORDINATOR, PK-12 (continued)

WORK YEAR

195 days per year: Generally, five (5) days before and five (5) days after the basic teacher work year schedule. Schedules may vary for Saturday professional development facilitated, as agreed upon by both member and supervisor.

SALARY

Certificated Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of English/Language Arts State Standards/Framework and documents.
- Knowledge of the District's English/Language Arts programs.
- Knowledge of and ability to apply curriculum development, adoption, implementation and evaluation procedures.
- Knowledge of and ability to apply textbook selection, policies, and procedures.
- Ability to effectively communicate and maintain cooperative relationships with those contacted in the course of work.

Education/Credentials

Minimum Requirements:

- Bachelor's Degree
- Valid California Teaching Credential

Experience

Minimum Requirements:

- Three (3) years successful experience as an English/Language Arts teacher.

Desirable Qualifications:

- Successful experience as a department chairperson in English/Language Arts.

REPORTS TO:

Associate Superintendent, Curriculum & Instruction/Professional Development or designee

Cabinet Approved: 2/11/20

Unit Approved: 2/12/20

Board Approved: