

# **SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**

Department of Human Resources

## **CERTIFICATED JOB DESCRIPTION COORDINATOR, LEARNING AND INNOVATION**

### **DEFINITION**

Under professional direction of the Assistant Superintendent of Educational Services, and/or the supervision of an Educational Services Director, the Coordinator for Learning and Innovation will be responsible for providing leadership and coordination in directing the District's Career Technical Education (CTE) Pathways and Inquiry-Based Learning (IBL) Programs.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise in, and knowledge of, Career and Technical Education, and experience with Inquiry-Based Learning Programs, and curriculum development and delivery methods. Directly-related leadership experience is necessary to manage the duties and responsibilities of this position. The job requires the ability to analyze, develop and offer alternative problem solutions to a variety of complex issues and concerns. The incumbent must be experienced in the use of technology for presentation and data analysis. Decisions are made by the incumbent that have an impact on the goals, organization and educational programs and services of the district. This position frequently meets with management, teachers, community partners, parents and support staff to influence, motivate and monitor the result objectives of the district and the operation of the Educational Services Department.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXAMPLES OF DUTIES**

- Align leadership, revenue and resources to support the District's new and established CTE pathways and IBL programs;
- Monitor the implementation of the 11 Essential Elements of a High Quality CTE;
- Assist district and site staff in developing and strengthening CTE pathways;
- Support the recruitment of students into CTE pathways, and assist with establishing and maintaining high-functioning Career Technical Student Organizations (CTSOs);
- Assist with the development, recruitment, and maintenance of appropriate Advisory Boards for each CTE industry sector, and establish and maintain collaborative relationships with industry partners and post-secondary institutions to inform curriculum and program development;
- Monitor Perkins and CTE Incentive Grant (CTEIG) compliance reporting to ensure SMMUSD is expending funds in alignment with California Department of Education requirements;
- Direct the development, implementation, articulation, and evaluation of the District's Pre-K-12 Inquiry-Based Learning (IBL) Programs;
- Support the development of cumulative, sequential and culturally-relevant IBL programs that ensure all students have access to quality instruction consistent with the Common Core State Standards (CCSS);
- Organize, coordinate, and integrate IBL programs and services to respond to the needs and strengths of each campus;
- Collaborate with teachers to plan and produce District-wide showcases and special events designed to promote CTE and IBL programs;

- Provide input into and manage a District-wide budget plan for IBL program initiatives, maintaining records to track and monitor internal and external resources;
- Develop a communication plan to garner and sustain external community support for CTE and IBL programs;
- Seek out additional grants and funding for growing and sustaining CTE and IBL programs within our district;
- Oversee all communications regarding CTE and IBL, including creating and maintaining district web pages, social media accounts, and print materials;
- Organize, develop, and execute plans for professional development for CTE and IBL teachers;
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices and trends in the field of education,
2. Inquiry-Based Learning (IBL) Programs,
3. California Department of Education requirements for CTE programs, and 11 Essential Elements of a High-Quality CTE Program,
4. California Common Core State Standards (CCSS),
5. Grants and funding sources for supporting CTE and IBL programs,
6. Effective practices in professional development,
7. Formative and summative assessment tools for progress monitoring and instructional decision-making.

### **Ability to:**

1. Direct the development and implementation of CTE Pathways and IBL Programs,
2. Design and implement protocols to support the use of data to inform instructional practices,
3. Manage and track program budgets and grants,
4. Develop and deliver effective professional development to large and small groups,
5. Collaborate with diverse stakeholders across the organization including teachers, site administrators, Educational Services staff, industry partners, post-secondary institutions, parents, and students,
6. Interpret and monitor Perkins and CTE Incentive Grant (CTEIG) compliance,
7. Access and utilize current educational technology,
8. Demonstrate strong organizational and interpersonal skills,
9. Communicate effectively, both verbally and in writing, with a diverse and broad range of individuals and groups,
10. Use technology, including word processing, spreadsheet, database, presentation software, website and social media accounts.

## **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

### **Experience:**

- Minimum of three (3) years of teaching experience, inquiry-based learning teaching experience preferred;
- Successful leadership experience in leading professional development; and
- Experience integrating IBL practices in teaching.

Education:

- Equivalent to the completion of a Master of Arts or higher degree in educational administration, professional development, instructional technology, curriculum development and design, or closely related field.

**CERTIFICATIONS, LICENSES AND CONDITIONS**

Certification Requirement

Possession of, or the ability to qualify for, a valid California Administrative Services credential

License Requirement

Possession of a valid Motor Vehicle Operator's License

Condition of Employment

Insurability by the District's liability insurance carrier

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- This is a sedentary position classification with light work that involves sitting a portion of the time, but does require walking and standing for extended periods.
- Requires the mobility to stand, stoop, balance, reach, kneel and bend. Requires mobility of arms to reach and dexterity of hands and fingers needed to operate a computer keyboard.
- May require the need to push, pull or lift up to 20 pounds.
- The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction.

This position will have a 200-day work calendar and be compensated at Range 60 of the SMMUSD Management Salary Schedule

Board of Education Approval:

\_\_\_\_\_  
Date

Verified by:

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Mark O. Kelly  
Assistant Superintendent, Human Resources

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Date