

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

Department of Human Resources

## **CERTIFICATED JOB DESCRIPTION COORDINATOR, AMERICAN CULTURES AND ETHNIC STUDIES**

### **DEFINITION**

Under professional direction of the Assistant Superintendent of Educational Services, and/or designee, the Coordinator, American Cultures and Ethnic Studies is responsible for providing leadership and coordination for the District's Social Justice Framework, and will develop an action plan that includes the development, implementation and monitoring of high school courses to fulfill the American Cultures and Ethnic Studies graduation requirement.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise in, and knowledge of, Social Justice Standards, and experience with Ethnic Studies 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 implementation of the Social Justice (SJ) Framework and Action Plan, that includes the development of high school courses that will fulfill the American Cultures and Ethnic Studies (ACES) requirement for graduation;
- Oversee and support the alignment and articulation of all ACES courses to the UC American Cultures and Ethnic Studies Guidelines;
- Direct the development, implementation, articulation and evaluation of the Santa Monica-Malibu Unified School District's Pre-K-12 Social Justice Framework;
- Support the development of a PK-12 Social Justice scope and sequence that allows for the development of interdisciplinary curriculum, including lessons, units of study and projects that address all four SJ domains and are aligned with the Common Core State Standards (CCSS);
- Support the development of ACES high school courses that integrate all four domains of the Social Justice standards, incorporating service projects and/or capstone projects that are aligned with the Common Core State Standards (CCSS);
- Support the development of a standards-aligned and integrated history and social science curriculum for K-12 that integrates the Social Justice standards;
- Collaborate with teachers to plan and produce District-wide showcases and special events designed to promote implementation of the Social Justice standards and progress towards fulfilling the American Cultures and Ethnic Studies requirement;
- Assist other Educational Services staff with the articulation, alignment and implementation of professional development to support the integration of the SJ standards across all content areas and with multiple audiences (students, parents, administrators);

- In collaboration with the Assistant Superintendent, Educational Services or designee, develop and manage a District-wide budget plan for the SJ and ACES initiatives, and maintain records to track and monitor internal and external resources;
- Develop a communication plan to garner and sustain community support for the implementation of the SJ standards and ACES courses;
- Oversee all communications regarding SJ standards and ACES courses, including creating and maintaining District web pages, social media accounts, and print materials;
- Organize, develop, and execute professional development opportunities for teachers on the integration of the SJ standards PK-12 and the creation of ACES courses for grades 6-12;
- Co-facilitate the Teaching and Learning Council;
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices and trends in the field of education,
2. American cultures and/or ethnic studies courses, with a comparative, interdisciplinary, and intersectional (race, class and gender) approach to students of diverse backgrounds, cultures, experiences and identities,
3. Equity, inclusion and social justice; reflected pedagogically and professionally,
4. Effective practices in professional development,
5. Formative and summative assessment tools for progress monitoring and instructional decision-making,

### **Ability to:**

1. Develop and deliver highly-effective professional development to large and small groups,
2. Build and lead teams comprised of a broad spectrum of stakeholders,
3. Advocate for the District's goals in the integration of the Social Justice standards and development of ACES courses,
4. Collaborate with diverse stakeholders across the organization including, teachers, site administrators, Educational Services staff, parents, students and the community,
5. Prepare and deliver narrative and statistical reports to the Board of Education, management, teachers and the community,
6. Interpret, apply and explain rules, regulations, policies and procedures,
7. Demonstrate strong organizational and interpersonal skills,
8. Communicate effectively, both verbally and in writing, with a diverse and broad range of individuals and groups,
9. 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 five (5) years of successful classroom teaching, including experience teaching American cultures and/or ethnic studies courses
- Demonstrated experience developing curriculum and programs, and leading workshops/professional development that promote culturally-responsive practices and social justice
- Bilingual in Spanish, desired

Education:

- Equivalent to the completion of a Master of Arts or higher degree in ethnic studies, race relations, critical race theory, political science, professional development, curriculum development and design, or a closely related field.

**CERTIFICATIONS, LICENSES AND CONDITIONS**

Certification Requirement

- Possession of, or the ability to qualify for, a valid California Administrative Services credential.
- Possession of, or ability to qualify for, a valid California Multiple and/or Single Subject credential. History/social science and/or English preferred.

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