

COORDINATOR IV: ENGLISH LANGUAGE ARTS

DEFINITION:

Under the general direction of the Director of Literacy, provide support implementation of CA Standards and Frameworks for all grade levels, oversee professional learning, and assist in development, implementation and evaluation of curriculum and instruction in English Language Arts (ELA) TK-12.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Demonstrate an understanding of and support implementation of CA Standards and Frameworks for all grade levels
- Assist in the development, implementation, and evaluation of curriculum and the instruction in ELA
- Assist in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning
- Coordinate ELA instruction across all school sites
- Coordinate ELA instructional materials adoption
- Coordinate ELA professional learning and support materials in collaboration with the Director of Literacy and the Executive Director of Curriculum, Instruction, and Professional Learning
- Facilitate and model effective collaborative communication to support professional learning communities
- Evaluate and supervise department Teachers on Special Assignment (TOSAs)
- Attend district meetings as needed
- Serve as an ELA liaison to our schools and parent community
- Support coordination of content related events

QUALIFICATIONS GUIDE

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

KNOWLEDGE OF:

- Comprehensive knowledge of and experience with effective presentation strategies
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California
- Knowledge of State funding allocation methods

ABILITY TO:

- Communicate and collaborate effectively with diverse groups and audiences
- Promote flexibility and resiliency through thinking critically and creatively
- Model the IUSD core values of integrity, trust, collaboration, empowerment, and learning
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff
- Ability to collaborate with other agencies in planning and implementing effective programs, including staff and parent trainings, within established budget constraints

- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups

EDUCATION:

A Master's degree from an accredited college or university is preferred.

LICENSES/CREDENTIAL:

- Valid California teaching or other related Services credential
- California Administrative Services or other related Services credential
- Possession of a valid California driver's license

TRAINING AND EXPERIENCE:

Five years of successful certificated teaching experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Revised: 6/9/2026