

## **COORDINATOR II: PRIMARY INSTRUCTION**

### **DEFINITION:**

Under the general direction of the Director of Elementary Education, provide support implementation of CA Standards and Frameworks for primary grades, oversee operations of the Transitional Kindergarten Program, and assist in development, implementation and evaluation of curriculum and instruction and professional development in core content in the primary grades TK-3.

**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 primary grade levels
- Assist in the development, implementation, and evaluation of curriculum and the instruction in primary grade levels
- Assist in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning
- Coordinate and facilitate professional development of the Transitional Kindergarten program
- Provide administrative oversight of the Transitional Kindergarten program
- Coordinate and collaborate with the Director of Elementary Education on all aspects of TK-3 instruction
- Facilitate and model effective collaborative communication to support professional learning communities
- Support Primary Literacy Project
- Attend district meetings as needed
- Serve as a TK/K liaison to our schools and parent community

### **QUALIFICATIONS GUIDE**

#### **KNOWLEDGE OF:**

- Knowledge of effective instructional strategies and curriculum for primary grades including transitional kindergarten
- 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: 7/1/2019