EAST SIDE UNION HIGH SCHOOL DISTRICT

P2130

SUBJECT: CERTIFICATED

DESCRIPTION: SUBJECT AREA COORDINATOR – 1.0

1.0 Description of Position

Works to improve instruction in designated subject area(s) by assisting teachers, and coordinating and evaluating curriculum and instructional programs. Makes recommendations for improved instructional practices; manages appropriate budget procedures; and, disseminates information on trends, practices and research findings.

2. Major Duties and Responsibilities

2.1 Curriculum Alignment/Coordination/Development

2.1.1. Ensure that the development and implementation of curriculum is consistent with national and state standards, and the UC A-G requirements.
   - Make revisions to curriculum/courses when necessary.
   - Develop new courses when necessary
   - Revise AP Course Outlines when changed by the College Board

2.1.2. Maintain current course outlines for curricular area.

2.1.3 Make recommendations regarding curriculum such as the need for support classes, the addition of new AP courses, the course sequence, etc.

2.2 Instructional Leadership/ Improvement/Staff Development

2.2.1 Provide in house staff development opportunities
   - Provide appropriate Curriculum Workshops
   - Provide training on new instructional materials
   - Provide training for Special Education teachers and AP teachers related to curriculum area
   - Provide training opportunities so teachers can enhance technical skills

2.2.2 Provide information about outside staff development opportunities such as AP Training Workshops, County Office Workshops, appropriate conferences and other workshops when appropriate

2.2.3 Provide materials on content and methodology to include ELD, At-Risk, Special Education

2.2.4 Serve as subject area advocate at all meetings such as: ISD/APED/Principals/Articulation (Feeder Schools and Colleges)/SAIT, etc.

2.2.5 Serve as liaison between industry and career connections to create possible internship study program opportunities for students

2.3 Textbooks/Instructional Materials

2.3.1 Coordinate the procurement and distribution of new textbooks for maximum costs efficiency and benefit such as multiple textbook discounts, free teacher resource materials, reduced shipping costs, purchase of used textbooks
   - Provide all teachers with teacher resource materials

2.3.2 Maintain accurate inventory of all district textbooks
   - Move books between schools as needed to ensure that all students have access to appropriate textbooks

2.3.3 Review new textbooks, software, videos, and other instructional materials to include appropriate materials for ELD, At-Risk and Special Education students

2.3.4 Establish criteria and oversee the selection of new instructional materials
2.3.5 Order instructional equipment such as art supplies, science equipment, calculators, training and safety equipment, etc.
2.3.6 Develop criteria for consistent use of textbooks across the district to ensure equity for all students
2.3.7 Oversee the ordering of books/resource materials for the libraries
2.3.8 Bring new instructional materials requests to IPC

2.4 Assessment

2.4.1 Provide all staff with information about State Mandated Assessments such as CAHSEE, California Standards Tests, etc.
- Provide teaching resources to assist in preparing students for assessments
2.4.2 Provide all staff with information about SAT, ACT, ELM, EPT and other assessments that students might take
2.4.3 Provide staff with information about AP Exams
2.4.4 Plan and oversee the District Writing Assessment
- Develop rubric/directions/prompts
- Prepare anchor papers/training materials
- Conduct norming sessions at all schools
2.4.5 Plan and oversee the standards-based Algebra 1 program
- Review student data every six weeks
- Devise strategies for improvement based on data

2.5 Staff Support

2.5.1 Respond to calls and emails
- Answer questions about materials, curriculum, staff development, resources, graduation requirements, etc.
2.5.2 Visit schools and classrooms
- Attend department meetings to lend support and answer questions about curriculum, assessment
- Visit new teachers/counselors
2.5.3 Mentor department chairs
- Assist department chairs/head counselors in all areas pertaining to the running of their departments
- Meet monthly with department chairs to share successes, problem solve, make decisions pertaining to the department, and discuss the latest trends and issues in their subject area
2.5.4 Serve as a resource to principals, APED’s, and other administrators, district personnel and staff
- Provide resource materials/policies/department procedures
- Provide information to all staff pertaining to the curriculum area
2.5.5 Assist in the placement and observation of student teachers/interns
2.5.6 Assist in the location and hiring of new teachers
- Recruit teachers
2.5.7 Represent department to IPC and the Board

2.6 Articulation/Coordination

2.6.1 Articulate with feeder schools on curriculum, testing, programs for At-Risk students, staff development, textbooks, and placement of students
2.6.2 Articulate with community colleges and universities to coordinate curriculum, admissions requirements and outreach services pertaining to subject area
2.6.3 Serve on district committees/projects representing subject area
2.6.4 Represent subject area to the Board of Trustees
2.6.5 Represent subject area to various outside agencies such as Cal-Soap, Subject Matter Projects, NHU, CSU’s, UC’s, etc
2.6.6 Represent subject area to parents
   - Mediate parent concerns about curriculum, teachers, and school processes

2.7 Summer School/Summer Activities

2.7.1 Coordinate curriculum workshops to develop new curriculum, teacher resource materials, etc.
2.7.2 Develop curriculum and materials for summer school
2.7.3 Coordinate the distribution of summer school materials
2.7.4 Work with summer school supervisor in all areas pertaining to subject matter
2.7.5 Help in the recruiting and training of summer school teachers
2.7.6 Work with feeder schools and colleges in procuring the best summer programs for our students such as Summer Institutes, Outreach programs, etc.

3. Supervision Exercised or Received

3.1 Under the general supervision of the Assistant Superintendent of Instruction or designee.

4. Minimum Qualifications

4.1 California secondary teaching credential and 5 years of successful teaching experience.
4.2 Administrative or supervisory credential desirable.
4.3 Department chairperson experience desirable.

5. Evaluation

5.1 As per teacher contract.

6. Work Year

6.1 Teacher work year (182 days), plus an additional ten (10) days.

7. Type of Position
   Certificated