

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

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- Oversee textbook pilots
- Order appropriate resource 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
 - 2.2.7 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

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- 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