

DELANO UNION SCHOOL DISTRICT

LEARNING COORDINATOR

JOB SUMMARY:

Under the direction of the site Principal, the Learning Coordinator will assist in curriculum development, supervision of instruction, classroom delivery methods, and related curricular staff development. The Learning Coordinator will assist the site principal with achieving and maintaining standards of excellence within all curricular areas.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below 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.

1. Education and Credential: Must possess a Bachelor's degree with a valid California Teaching Credential and Administrative Services Credential.
2. Experience: Demonstrated a minimum of three (3) years of successful classroom teaching experience.
3. Personal Qualities: Demonstrates leadership, understanding of the state standards; ability to provide effective technical feedback; demonstrate interpersonal skills; demonstrate a history as a team player; and demonstrates ability to analyze and interpret data.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Conducts demonstration lessons in instructional strategies and the use of appropriate instructional materials.
- B. Provides staff development regarding lesson design and curriculum that is aligned to the California standards.
- C. Conducts classroom visitations and provides support to the principal.
- D. Meets regularly with site and district administrators to review assessment data and assess outcomes established for grade levels and departments.

- E. Assists teachers in preparing, mapping and pacing for instruction.
- F. May assist site and grade levels with setting goals for advancement of instruction.
- G. Works with support staff to build a consistent intervention model.
- H. Will serve as a resource in identifying appropriate instructional strategies and interventions to advance student achievement.
- I. May participate in grade level and/or department level meetings to assist in analyzing and the utilization of assessment data to advance student achievement.
- J. Perform other duties as assigned.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Attend and participate in assigned meetings and conferences.
2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work.
5. Maintains and establishes appropriate confidentiality of materials.
6. Meets timelines and schedules.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.