

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Page 1 of 3

TITLE: COORDINATOR, EDUCATIONAL SERVICES

JOB GOAL: Under the direction of the Assistant Superintendent of Educational Services, provides leadership and works collaboratively with all directors to produce on going improvement in student achievement among all student groups, Pre-K through grade 12. Coordinates district curricular/program development in all areas of Educational Services and other branches within the district to ensure alignment of curriculum, instruction, student support, and assessment with state content standards, national, state, and local assessments, and local control accountability plan.

QUALIFICATIONS

Knowledge of

1. Organization, management, planning, and evaluation strategies, techniques, and procedures as it relates to equity, LCAP, federal programs and grants to ensure student learning and college/career readiness;
2. Instructional program, functions and activity planning, forecasting, projecting, auditing, and managing of a variety of information and data management, storage, retrieval, and dissemination systems;
3. Statistical skills;
4. Curricular and program design and delivery systems, including audit and evaluation processes with determine process effectiveness;
5. State and federal accountability systems;
6. Research and development strategies, processes, and techniques;
7. Test development and expository writing;
8. Philosophical, educational, fiscal, and legal aspects affecting a school district.

Ability to

1. Follow safety procedures and written and verbal instructions;
2. Analyze and assess district initiatives, LCAP, curriculum and school site and district needs, and offer recommendations pertaining to program revision, additions, or deletions;
3. Work *co-operatively* with staff, students, and public;
4. Make independent *decision*;
5. Work autonomously;
6. Demonstrate good judgment and good problem solving skills;
7. Organize tasks, set priorities and meet deadlines;
8. Manage multiple tasks;
9. Direct, supervise and instruct others;
10. Respond appropriately to evaluation and changes in the work setting.

Training and Experience

1. Possession of Administrative Credential desired.
2. Possession and maintenance of a valid California Teaching Credential.
3. Completion of a Master's Degree or higher from an accredited college or university.
4. Administrative service experience at site level desired.
5. Three (3) or more years of successful teaching experience or related certificated experience.
6. Experience in elementary and secondary school preferred.

REPORTS TO: Assistant Superintendent, Educational Services or assigned administrator

ESSENTIAL FUNCTIONS

1. Functions as an instructional leader and provide programmatic oversight of assigned focus areas.
2. Provides leadership to the staff in determining short- and long-range plans based on school level needs and/or overall District goals and objectives.
3. Provides leadership to the staff and community in maintaining and/or developing educational programs, which meet the needs of all students.
4. Maintains a participatory management system, which provides staff involvement in appropriate decision making.
5. Keeps the assigned supervisor informed of the program's activities and problems on a regular basis.
6. Manages time effectively so that priorities are attended to in an effective manner.
7. Coordinates the functions of assigned certificated and classified employees.
8. Plans for the most effective use of program/curriculum materials, instructional supplies and equipment.
9. Plans, coordinates, and evaluates the curricular programs of the school and District.
10. Implements District-approved curriculum and programs.
11. Monitors the progress of pupils and takes action to ensure a high level of pupil success is achieved.
12. Strives to *create* a school and district climate with an equity lens, which is positive and productive for students, staff, and community.
13. Meets regularly with students and staff to evaluate the school and plan for its improvement in all aspects of program, curriculum, instruction, administration, fiscal management, and community involvement.
14. Supervises and evaluates the performance of all assigned school personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment.
15. Demonstrates a willingness to participate in District-level activities.
16. Attends and participates in student, staff, and school/District-related community functions.
17. Interacts with student and staff concerns in a sensitive, timely manner.
18. Returns all phone calls on an immediate as possible basis, and definitely within 24 hours.
19. Provides monthly written information to the community about school programs, events, etc.
20. Supervises grants and directs the business operation of the school or program in accordance with District policies and procedures.
21. Monitors budgets and makes financial recommendations based on priorities; maintains a balanced budget.
22. Provides and organizes meetings, professional development, workshops, expositions, field trips and or internships.
23. Ensures proper maintenance and control of site-based and student funds.

OTHER FUNCTIONS

1. Monitors the maintenance of the buildings and grounds in an aesthetically pleasing manner.
2. Assesses staff professional growth needs on a regular basis and provides varied opportunities for staff to participate in professional growth activities.
3. Conducts in-service activities for all staff members that include modeling appropriate instructional techniques.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.

PHYSICAL ABILITIES (continued)

5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 210 work days
Certificated management

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel. The Assistant Superintendent, Educational Services or designee will conduct the evaluation.

Approved by: Board of Education
revised:

Date: 10/22/2015
5/10/2018

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE AND
AN EQUAL OPPORTUNITY EMPLOYER**