



Fremont Union High School District

Position: Coordinator of Curriculum and Teacher Leadership

Work Year: 216 days

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant Superintendent, the Coordinator will provide leadership and support to the FUHSD English Learner Program and the work of building and sustaining a rigorous, guaranteed, and viable curriculum across the District.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

- Provide leadership and support to the English Learner Program including but not limited to overseeing implementation of the District's English Learner Master Plan, overseeing CELDT administration, working with District and school leaders to complete all required District, State, and Federal reports, and recommending policies and practices to ensure adequate progress and achievement of English Learners.
 - Facilitate collaborative curriculum development and monitoring of courses designed to serve English Learners.
- Coordinate, supervise, and support the work of District Curriculum Leads in their efforts to build and sustain a rigorous, guaranteed, and viable curriculum aligned to Common Core and other state standards.
 - In collaboration with other district administrators, support and/or guide the work of identified districtwide teams and team leads.
 - Create opportunities to identify potential curriculum leaders by creating cross-school curriculum study groups.
- Investigate and eventually implement a system for capturing, curating, and disseminating curriculum.
- Design and implement a systemic plan to build teacher leadership-collaboration skills.
- Co-plan, with an Assistant Superintendent, meetings of key groups that support curriculum development and teacher leadership.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Personal Qualifications:

- Character, personality, appearance, and proper social capability to relate effectively with diverse staff, students, parents, and the community.
- Ability to interact effectively with a diverse student and staff population.
- Understand and work effectively with people from different cultures.

Knowledge and Skills:

- Effective group process and facilitation skills.
- Effective written and oral communication using correct English and grammar skills.

Abilities:

- Interpret data from a variety of sources to extract necessary data for preparation of plans and reports.
- Listen and analyze problems and develop solutions.
- Conduct research, prepare, and present oral and/or written reports and workshops.

Education: Required – B.A.
 Desirable – Doctorate, M.A., or M.S.

Experience: Required – Three years administrative experience at the secondary level
 Desirable – Principal experience at secondary school level

Licenses & Certificates:

- Valid Secondary Administration Credential.
- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice.