JOB DESCRIPTION

POSITION: Coordinator of Curriculum, Categoricals & Special Projects
SALARY PLACEMENT: Certificated Management

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Possess a valid California Teaching Credential. Possession of CLAD/BCLAD certification. 3-5 years of successful teaching practice.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Posses a valid California Administrative Services Credential and a Masters Degree in Curriculum and Instruction.

DESIRABLE EXPERIENCE:
Previous experience in Staff Development preferred.

CREDENTIALS AND/OR SKILLS AND ABILITIES:
Knowledge of K-8 curriculum, California education code, and district policies. Ability to interact effectively with administrative, certificated and classified staffs, students and parents; facilitate decision making and program development; provide direction to others and make independent judgments based on common sense; keep and maintain accurate records; meet deadlines; communicate with individuals of varied cultural, and educational backgrounds; communicate in oral and written form.

SUMMARY OF POSITION:
The Coordinator of Curriculum, Categoricals, and Special Projects is responsible for managing the assessment services and programs provided through the District. Other responsibilities include coordinating curriculum development projects, planning in-service and evaluation of new curriculum and district wide special events. Also assists in implementing categorical projects. This position directs, coordinates, develops, disseminates, and evaluates assessment services and manages the on-going operations, process and procedures in support of the District and other education related services. In addition, the Coordinator will plan, organize, direct, evaluate and supervise the work performed by certificated and classified staff.

ESSENTIAL FUNCTIONS:
Essential functions may include, but not limited to:

1. Provides overall management and direction of all curriculum development and implementation.
2. Directs the establishment and implementation of standards and assessment of student performance for all curriculum areas.
3. Coordinates categorical monitoring.
4. Coordinates the development of policies and procedures related to instructional services.
5. Directs, implements, and supports the staff development program for certificated and classified staff including the instructional coaching program.

6. Facilitates the meeting and work of curriculum content committees, and other instructional committees.
7. Directs and processes the evaluation, selection, procurement, and distribution of instructional materials adopted for district wide use.
8. Develops and monitors the budget for consolidated programs, grants related to instruction, and other instructional programs.
9. Coordinates and implements the district testing and assessment program.
10. Develops and implements articulation process across all grade levels.
11. Serves as district representative to the County Office Education for curriculum and categoricals.
12. Responsible for district wide planning, development, implementation and monitoring of state and federally funded programs, including, but not limited to: GATE, Title I, Title II, Title III, Title IV, School Safety, SPSA, and SB 1882.
13. Responsible for district wide planning, development, implementation and monitoring of the district intervention program.
14. Researches grant opportunities, writes grants, and provides assistance to staff and community members in grant writing.
15. Analyzes assigned curricular issues and develops programmatic guidelines and recommendations.
16. Provides appropriate curricular in-services.
17. Coordinates categorical programs with the regular education program.
18. Evaluates the effectiveness of new textbook implementation and recommends desirable changes or supplemental materials.
19. Supports the accomplishments of the District goals.
20. Plans and conducts district assigned special events and assists schools in coordinating other special events.
21. Responsible for updating annual School Accountability Report Cards (SARC).
22. Perform other duties as assigned.

DIRECTLY REPORTS TO:
Superintendent

PHYSICAL ENVIRONMENT:
Sit for extended periods at a desk, conference table or in meeting rooms; frequently stand sit and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical agility to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in contact with students, parents, school district staff, outside agency staff, and the public.

REVISED: August 2021
BOARD APPROVED: Pending Board Approval

JOB DESCRIPTION

POSITION: Bustodian - Busdriver/Custodian
SALARY PLACEMENT: Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
High School Diploma or equivalent . Possession of a valid Class A or B California Driver License with a "P/S" passenger endorsement, a valid California School Bus Driver Certificate, a current first aid card or have taken and passed the CHP first aid test and a current medical certificate is required.

MINIMUM EXPERIENCE:
Experience driving all types of school buses safely under varied and complex traffic conditions.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

1. Knowledge of safe, defensive and efficient driving practices and techniques. 2. Knowledge of all laws, rules and regulations pertaining to the transportation of students including provisions of the California Motor Vehicle Highway Patrol Passenger Transportation Safety Handbook (HPH 82.7) and all revisions thereof.
2. Knowledge of Education Code applicable to the operation of vehicles transporting school students; methods, practices and procedures used in required first aid and emergency conditions.
3. Knowledge of the geography of the District.
4. Ability to read and develop a variety of routes, schedules and maps.
5. Ability to plan for, carryout and complete extra-curricular trips including athletic trips.
6. Knowledge of and ability to demonstrate effective methods of student supervision and discipline.
7. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and equipment.
8. Knowledge of plumbing and hardware techniques.
9. Knowledge of safe work practices.
10. Ability to estimate the scope of each work assignment and secure the necessary tools and materials to complete assignments.
11. Ability to diagnose equipment operating problems and execute required repairs.
12. Ability to use precision measuring equipment.
13. Ability to develop and maintain cooperative working relations with those contacted in the course of work.
14. Ability to keep accurate records of work performed.
15. Must pass required physical examination and drug test.

SUMMARY OF POSITION:

Under general supervision of the Director of Maintenance, Operations, and Transportation, and/or site/department administration, performs bus driving duties and/or maintenance and custodial work in the cleaning of maintenance and school buildings, equipment and facilities.

ESSENTIAL FUNCTIONS:

1. Essential functions may include, but not limited to:
2. Drives a bus over designated routes in accordance with time schedules.
3. Picks up**,** transports, and discharges school children; visually verify passengers are properly secured using appropriate safety equipment.
4. Escorts children across streets, stopping traffic when necessary.
5. Transports students and teachers on field trips to various locations, sometimes choosing the best route and making departure and arrival times as scheduled.
6. Fills buses with fuel.
7. Performs a complete daily safety check.
8. Assists in maintaining bus in safe operating condition and advises on repairs needed.
9. Cleans windshields, headlights and may occasionally wash buses, operate mobile radio equipment on buses.
10. Maintains good order among students on buses following District policies regarding the disciplining of children.
11. Drives other equipment such as cars and vans.
12. Assists Director of Transportation in contacts with principals and/or parents regarding student disciplinary problems.
13. Maintains a variety of records as required, including the daily bus report.
14. Updates route sheets to include accurate directions and other pertinent instructions.
15. When necessary to fulfill contracted hourly assignment, drivers may be directed to dispatch
16. (operate two-way radio and phones), when necessary operate computer system, assist with related clerical paperwork, greet and screen visitors, distribute keys and related materials, wash district vehicles.
17. Performs cleaning tasks in restrooms, classrooms, offices and outside areas, such as sweeping, scrubbing, waxing, dusting, disinfecting, vacuuming and shampooing; empties waste containers, moves and rearranges furniture.
18. Performs minor plumbing, water supply lines, sprinkler supply lines and electrical repairs.
19. Performs minor repair of furniture, cabinets, carpet and other equipment.
20. Removes graffiti from various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
21. Operates, cleans and maintains scrubbers, vacuum cleaners, carpet extractors and other custodial related equipment and tools.
22. Irrigates landscaped areas.
23. Performs minor grounds maintenance work.
24. Picks up litter from buildings and surrounding grounds and parking lots.
25. Lifts and stores supplies
26. Completes work order paperwork on a daily basis.
27. Keeps daily attendance records.

28. Reports safety, sanitation and fire hazards and removes objects hazardous to persons and property.
29. Follows proper procedures when handling blood and body fluids as per Blood Borne Pathogens policy.
30. May supervise student workers.
31. Maintains regular and prompt attendance in the workplace.
32. Performs other related duties as required.

DIRECTLY REPORTS TO:
Director of Maintenance, Operations, and Transportation

PHYSICAL ENVIRONMENT:
Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand, walk, bend, squat, stoop and/or climb for extended periods of time.
3. Right and left foot movements such as operating foot controls for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Push/pull up to 50 lbs. for extended periods of time.
6. Push/pull up to 100 lbs. for short periods of time.
7. Lift and carry up to 75 lbs. at waist height for short distances.
8. Repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.
9. Speak so that others may understand at normal levels and on the telephone.
10. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors under various weather and temperatures during the course of the required schedule. Employees will also be required to work on uneven ground. Employees will be exposed to noise, dust, fumes, gases and smoke levels depending on assignment being performed. Must wear closed toe shoes and meet uniform requirement. As required, must wear protective devices such as gloves, earplugs, coveralls, safety boots, safety glasses and dust mask. Employees will be exposed to vibrations.

REVISED: August 2021
BOARD APPROVED: Pending Board Approval

JOB DESCRIPTION

POSITION: Intervention Coordinator (TOSA/RTI)
SALARY PLACEMENT: Certificated Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a valid California Teaching Credential. Possession of CLAD/BCLAD certification. A minimum of 5 years of successful teaching experience at the elementary level.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Posses a Masters Degree in Education.

DESIRABLE EXPERIENCE:

A strong background in effective implementation of intervention strategies including Response to Intervention. Strong background in reading, writing and math intervention and instructional strategies. Experience, planning and implementing a school or District RTI model. Knowledge of research related to Response to Intervention. Familiarity with a wide variety of curriculum structures and instruction and assessment strategies that reflect current research on best practices

CREDENTIALS AND/OR SKILLS AND ABILITIES:

1. Knowledge of applicable district policies and state laws and regulations
2. Knowledge of district organization and functioning, research techniques and statistical principles and procedures
3. Knowledge of basic principles of data processing
4. Have a basic working understanding of categorical programs.
5. Ability to communicate both verbally and in writing
6. Ability to gather and analyze student/school-wide data and make appropriate recommendations
7. Ability to establish and maintain cooperative relationships with other departments, school-sites, teachers, students, and parents; perform arithmetic calculations accurately
8. Familiarity with state standards and curriculum frameworks
9. Knowledge and experience with differentiated instruction
10. Ability to work effectively with adults in a support role
11. Experience as a presenter in workshops to teachers desired
12. Ability to exhibit professionalism and effective human relations
13. Ability to facilitate meetings and collaboration efforts with staff and community
14. Ability to travel among District facilities as needed, and, if driving, the ability to meet District driving standards

SUMMARY OF POSITION:

The “Intervention Coordinator” will support administration and instructional staff in the implementation of a responsive multi-Tiered system of interventions to support all students in achieving grade level standards.

ESSENTIAL FUNCTIONS:

Essential functions may include, but not limited to:

1. Working knowledge and understanding of the Response to Intervention (RTI)
2. Collaboration with District leadership to develop a comprehensive, integrated, multi- tiered, system of interventions which includes seamless Tier 1 through Tier 3 systems
3. Supports the development of a strategic set of intervention systems/supports and ensures timely access to interventions based on student need
4. Work with school intervention teams and administrator to establish, review and enhance data collection, analysis, evaluation and reporting processes
5. Attend Tier 2 team meetings at schools
6. Design, implement and support ongoing staff development in the use of assessment data to drive instructional decisions for Tier 2 meetings
7. Assist school level teams in establishing decision-making rules for determining when students need interventions (strategic and targeted), identifying student needs, developing intervention plans, and implementing appropriate interventions promoting collaborative team processes, and coaching teams through conflict
8. Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students including English learners, students with disabilities and students with diverse learning needs
9. Design, implement and support ongoing staff development for the implementation of evidence based reading intervention curriculum and instructional strategies
10. Coach both certificated and classified instructional staff in best practices for fidelity to high impact intervention programs and processes
11. Model effective instructional techniques within classrooms during designated intervention time
12. Facilitates the development and implementation of formative and summative assessments to determine whether or not students have achieved the benchmarks
13. Facilitates the systemic use of data committed to the tracking and management of student data, in order to determine whether or not students have achieved the targeted benchmarks
14. Collect and analyze school data, including subgroups, for District level reporting at benchmark times
15. Develops and implements district-wide procedures to guide the process of using student achievement data to measure the effectiveness of instructional support programs
16. Tracks the use of tutoring services across campus (math, science, Title I, etc.)
17. Maintains a variety of detailed records in a variety of written and electronic formats including services provided for students
18. May be assigned to teach intervention curriculum (Title I, EL, etc.)
19. Plan and participate in all District intervention training sessions and state RTI activities as directed by Supervisor
20. Communicate orally and in writing with internal and external sources, information about intervention implementation and outcomes, as needed. This may include making reports to the JSD School Board
21. Correspond with District staff and stakeholder via email
22. Prompt and regular attendance

DIRECTLY REPORTS TO:

Coordinator of Curriculum

PHYSICAL ENVIRONMENT:
Sit for extended periods at a desk, conference table or in meeting rooms; frequently stand and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical agility to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers and FAX.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in contact with students, parents, school district staff, outside agency staff, and the public.

REVISED: August 2021
BOARD APPROVED: Pending Board Approval