



**CLASS TITLE: DISTRICT
DEPARTMENT/GRADE LEVEL REPRESENTATIVE
CERTIFICATED**

BASIC FUNCTION:

Under the direction of the Director of Learning (Curriculum and Instruction) and site administration, the District Department/Grade Level Representative provides instructional leadership and enhances articulation regarding curriculum alignment with standards, the development and implementation of common assessments, and the use of effective instructional strategies that most appropriately meet the needs of students. To accomplish these initiatives, the District Department/Grade Level Representative implements efficient and effective systems of communication, provides professional development, and analyzes and shares data.

DISTINGUISHING CHARACTERISTICS:

The primary function of the District Department/Grade Level Representative is to provide instructional leadership for the department/grade level. The position's priorities are: communicate district and site information to support district-wide implementation and vertical alignment of the department/grade level curriculum; promote consistent delivery of instruction across district departments/grade levels; share and analyze data pertinent to student achievement; and provide professional development in sound instructional practices and use of data to inform instruction. This job is distinguished from site department/grade level chairs as the District Department/Grade Level Representative supports District-wide initiatives in the areas of curriculum and instruction. Job responsibilities are not limited to the following examples of duties and functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supports and plans for District-wide implementation and vertical alignment of the department/grade level curriculum;

Schedules and organizes District departmental/grade level meetings to effect horizontal and vertical articulation of the instructional programs;

Shares with colleagues current research in such areas as curriculum development and pedagogical innovations;

Recommends teacher attendance at conferences, workshops and meetings designed for continued professional development;

Trains and assists teachers to use assessment data and diagnostic techniques to effectively drive instruction;

Supports schools' testing coordinator with State and Local testing as needed;

Provides leadership for new text adoptions, and recommends supplementary materials in assigned grade level/department;

Assists with textbook and equipment inventory as needed;

Recommends pilot or experimental programs for consideration;



**CLASS TITLE: DISTRICT
DEPARTMENT/GRADE LEVEL REPRESENTATIVE
CERTIFICATED**

Recommends and/or provides in-service training programs for District department/grade level as needed.

Attends or facilitates programs as a District representative of the department/grade level;

Attends, as requested or required, department/grade level meetings called by site or district administration, as a District representative.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current techniques and procedures used in the design and development of curriculum;
Effective instructional strategies and methodologies
Current literature, trends and developments in the areas of curriculum and instruction;
Oral and written communication skills;
Professional development strategies and techniques;
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan and organize for assigned department/grade level;
Support and train professional colleagues;
Communicate effectively, both orally and in writing, with a variety of stakeholders
Analyze and share data
Read a variety of materials
Exchange information and make presentations
Work effectively and flexibly in a variety of environments
Plan and organize work to meet schedules and time lines;
Work independently with guidance;
Prepare comprehensive narrative and statistical reports and other materials;
Interpret, apply and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Use a computer and other technology-based equipment

EDUCATION AND EXPERIENCE:

Credential Requirements

Valid K-12 California Credential(s);
Five years of teaching experience, at least one year in Coronado Unified School District;
Training and related experience in content area/grade level curriculum and instruction preferred;
Training and related experience in professional development preferred.



**CLASS TITLE: DISTRICT
DEPARTMENT/GRADE LEVEL REPRESENTATIVE
CERTIFICATED**

WORKING CONDITIONS:

ENVIRONMENT:

The job is performed under minimal temperature variations with frequent interruptions and a general hazard free environment, including classroom environment, office environment, outside and community locations.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time;
Variable hours
Physical agility and stamina
Lifting light objects weighing to 15 lbs. on a regular basis.