



QUALIFICATIONS FOR
TEACHER-COORDINATOR, 9-12

TRAINING

- Required: - Any credential(s) appropriate for the subject(s) coordinated
- Preferred: - A supervision or administration credential
- Training beyond credential requirements in subject(s) coordinated

EXPERIENCE

- Required: - Teaching experience at the 9-12 level
- Preferred: - Teaching experience in the subject(s) coordinated
- Experience in a leadership role

OTHER QUALIFICATIONS

- Knowledge of: - Teaching techniques and methods
- Curriculum (content, scope, sequence, depth and breadth)
- Instructional materials and related resources
- Ability to: - Communicate well, both orally and in writing
- Establish and maintain cooperative and effective working relationships
- Plan, organize and coordinate departmental functions
- Assist in evaluating teacher effectiveness
- Serve as a resource in the subject(s) coordinated

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
TEACHER-COORDINATOR, 9-12

Primary Function

The Teacher-Coordinator is responsible for coordinating the instructional program within the department to accomplish District goals.

District and Responsibilities

1. Plan and implement a departmental orientation program for all teachers in the department;
2. Identifies and evaluates new ideas and practices in the departmental subject area;
3. Makes continuous curriculum studies leading to recommendations for possible changes in instructional programs;
4. Recommends a departmental budget after compiling teachers' requests and examining department needs;
5. Plans and conducts all department meetings and serves as an ex-officio member of all sub-groups which may be formed to deal with specific problems within the department;
6. Serves as a resource in his or her subject area;
7. Observes the classroom work of teachers in the department and assists in planning and improving classroom instruction;
8. Assists the supervisor in evaluating teacher effectiveness;
9. Works with the supervisor in the evaluation of instructional materials;
10. Prepares and submits recommendations for new and revised courses of study;
11. Coordinates all orders for instructional materials provided for in the departmental budget;
12. Sets up curriculum area committees for scheduling films, recordings, reading kits, supplementary book sets, and other learning materials;

13. Represents the department at intra-school coordinators' meetings;
14. Serves as liaison between the teachers of the department and the supervisor in matters that affect the performance of the teacher in the classroom; e.g., tardies, attendance, bell schedules, supervision, etc.;
15. Serves as liaison between the school and coordinators in other District secondary schools;
16. Assists the supervisor in carrying out other duties and responsibilities as directed
17. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
18. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District uniform guidelines for certificated personnel evaluation assessment.