

Springfield Public Schools

2023-24 Curriculum Coordinator - Full Time/12 Months - Administration Building (23-24 AD03)

JOB POSTING

Job Details

Title	2023-24 Curriculum Coordinator - Full Time/12 Months - Administration Building
Posting ID	23-24 AD03
Description	<i>Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job posting. Springfield Public Schools is committed to finding the best candidate for the job, including candidates who may come from less traditional professional backgrounds. We encourage you to apply, even if you do not believe you meet every one of the qualifications outlined in the job posting. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application.</i>
Posting Opens:	Wednesday, April 5, 2023
Application Review Begins:	Monday, April 24, 2023
Posting Closes:	Open Until Filled*
Contract Begins:	Friday, July 1, 2023

***Submit your application materials by 4:00 p.m. on Friday, April 21, 2023 in order to be considered during the initial application review process.**

Salary and Benefits

Salary begins at \$106,104 to 127,548 (based on 2023-2024 salary schedule) depending on education/experience plus a generous [benefit plan](#) including stipends for TSA, Mileage and Cell Phone. This position works 261 days per fiscal year (July 1 through June 30).

About the District

Springfield Public Schools is located in Springfield, Oregon, in the heart of the Willamette Valley, and serves 185 square miles of the city of Springfield and East/Central Lane County. We are directly to the East of Eugene, where the University of Oregon is located. We currently have about 10,000 students, 1,410 staff members and about 700 teachers in our kindergarten through grade 12 school district. Springfield Public Schools believes student success is our most important outcome. The success of our students depends on the collective community coming together to support Every Student, Every Day throughout their K-12 education.

About the Position

Springfield Public Schools seeks outstanding candidates for the position of full-time Curriculum Coordinator. This position works twelve months out of the year and is based at our District Administration Building in downtown Springfield. This position will start July 1, 2023.

The Curriculum Coordinator is an instructional leader responsible for contributing to, communicating, and supporting an instructional vision and focused plan for improving student achievement; monitoring and supervising instruction; supporting staff in improving their instructional practice; creating a community of continuous learning for all staff and students, and fostering a culture of high expectations for all students. The position is responsible for planning, developing, implementing, and monitoring curriculum, staff development, and assessment.

Essential Functions

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Supports the facilitation of District curriculum alignment and adoption processes.
- Coordinates staff development to support district initiatives.
- Supports the coordination of district and state assessment programs.
- Conducts professional development as needed.
- Serves as a District Office liaison with the Lane Education Service District.

- Initiates and maintains effective collaborations with other school districts, universities, professional associations, and community partners to support and stay current on effective practices.
- Utilizes data to assess student progress and inform instructional practice.
- Demonstrates experience and success working as an administrative-level leadership team member.
- Demonstrates knowledge of Division 22 and other Oregon laws on curriculum and assessment.
- Demonstrates strong interpersonal skills in managing and interacting with diverse groups of stakeholders.
- Utilizes District IT systems to perform routine tasks, such as performance management assessments, accessing financial reports, managing school staffing and budget information, and student information systems.
- Utilizes effective time management and organizational skills.
- Demonstrates proficiency with word processing, spreadsheet, and presentation software.
- Demonstrates ability to manage conflict through quality decision-making and practical problem-solving.
- Works collaboratively with district and building administrators.
- Collaborates with the instructional team and other department areas to support instructional programs aligned with the needs of all students.
- Builds strong partnerships with families and the community, creating a safe, supportive school climate.

Work Direction, Lead, & Supervisory Responsibilities

Reports to the K-12 Director of Teaching and Learning.

Supervisory Responsibilities: Evaluate and direct the work of licensed and classified staff, as well as outside contractors and/or agency partners in accordance with District policy. Resolves grievances and other employee-related issues while working closely with the District Office, and disciplines employees appropriately. All school employees are responsible for supervising students and maintaining a safe and healthy school environment.

Qualifications: *An individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skills, and abilities. Reasonable accommodations may enable individuals with disabilities to perform essential job functions.*

Minimal Qualifications

Education/Experience

- Master's degree; **AND**
- At least two (2) years of experience serving as a building administrator; **AND**
- At least three (3) years classroom teaching experience; **AND**
- A valid administrative license issued by TSPC (or ability to obtain by start date).

Desired Qualifications, Knowledge, Skills & Abilities

Interpersonal Skills: Ability to interact appropriately with teachers, staff, members of the community, and students. Focuses on solving conflict; maintains confidentiality; contributes to building a positive team spirit. Ability to communicate and collaborate with internal and external personnel to analyze information needs and functional requirements.

Language Skills: Ability to communicate fluently in English verbally and in writing. Preference may be given to applicants fluent in English and Spanish. Ability to effectively present information and respond verbally and in writing to common inquiries or complaints from students, parents, regulatory agencies, administrators, or staff. Ability to read, analyze, or interpret general business periodicals and professional journals. Ability to write reports, business correspondence, and procedure manuals.

Computer Skills: An individual should be able to use email, internet software, inventory software, spreadsheets, word processing and presentation software, holding appropriate computer certification(s) as determined by the District.

Reasoning Ability: Ability to apply logical or scientific thinking principles to a wide range of intellectual and practical problems. Ability to develop spreadsheets and word processing

software. Basic concepts for querying or managing data in a relational database management system. Read and understand nonverbal symbols (formulas, scientific equations, graphs, etc.) with ability to deal with various abstract and concrete variables.

Ability to: Provide culturally proficient leadership through work with individuals, groups and programs; and create ownership at the individual school level, by utilizing effective communication and assessment measures to increase student achievement. Work collaboratively with students, staff, and parents from diverse racial, ethnic, religious, class and language backgrounds and navigate conflicts around race, ethnicity, religion, class, and language in a safe and productive manner. Plan for policy implementation, curriculum and assessment design, and staff development that demonstrates understanding and forethought as to the effects that such implementation(s) have on an entire community of teachers and learners. Build principal capacity in keeping abreast of state mandates, district initiatives, and opportunities for participation in meaningful opportunities that support special education programming. Assess and evaluate program and policy effectiveness based on information, evidence and data. Bring change through anticipating problems, meeting needs, and sharing decision making, while working effectively as a member of the district team. Exhibit patience and empathy towards employees. Organize work and set priorities for accomplishing work in a timely and effective manner. Work in an environment with frequent interruptions and changing tasks and priorities. Maintain confidentiality and demonstrate discretion, initiative and good judgment. Assure efficient and timely delivery of program services, projects and activities. Learn and use a variety of technologies and software programs.

Physical Demands: *The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform essential job functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk or stand. The employee must regularly lift and/or move up to 25 pounds, occasionally up to 50 pounds, and up to 75 pounds infrequently. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) whenever it deems advisable.

To Apply

All our postings/applications go through TalentEd Hire. Go to www.springfield.k12.or.us and click on the "Join Our Team" link. Locate the Administrative Postings button and click on the link, which takes you to TalentEd Hire.

Incomplete applications may not be considered. A complete application includes the following:

- Cover letter/resume
- Complete application form including criminal history, drug-screen consent and affirmative action information forms on TalentEd Hire
- Complete set of college/university transcripts (official or unofficial; if hired Official transcripts will be required)
- At least three current letters of recommendation from persons qualified to comment on your skills, abilities, and/or preparation for the position

An Affirmative Action/Equal Opportunity Employer

Springfield Public Schools does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as required by state and federal law. If you have any complaints, please contact Human Resources at (541) 726-3203.

It is our policy to provide qualifying veterans and disabled veterans with preference in employment in accordance with applicable law. Applicants wishing to claim veterans' preference

must provide the following military documents verifying their eligibility:

Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **OR** a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **AND** a copy of the applicant's veterans disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).

For veterans' preference to apply, the required military documents must be submitted at the time of application submission.

For more information, contact Springfield Public Schools at:
640 A Street • Springfield • OR 97477 • Phone: 541-726-3203 • FAX: 541-726-3315

Shift Type

Full Time

Salary Range

\$106,104.00 - 127,548 based on experience / Annual

Location

ADMINISTRATION BUILDING--NEW

Applications Accepted

Start Date

04/05/2023