

# HILLSBORO SCHOOL DISTRICT 1 J

1046

## JOB DESCRIPTION

### COORDINATOR OF ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) AND FEDERAL SUBGRANTS

DIVISION: Curriculum  
DEPARTMENT: Curriculum, Instruction, and Assessment  
IMMEDIATE SUPERVISOR: Assistant Superintendent of Curriculum, Instruction,  
and Assessment

GENERAL DUTIES: Oversees, coordinates, and monitors implementation of No Child Left Behind Act (NCLB) and activities funded through federal subgrants

#### ESSENTIAL REQUIREMENTS:

- A. Master's Degree in a related field as a minimum
- B. Oregon Basic Administrator license
- C. Demonstrated excellence in written and oral communication skills
- D. Demonstrated ability to work positively and cooperatively with Department staff and other District staff
- E. Knowledge of and experience with career related learning programs
- F. Knowledge of and experience with counseling and guidance functions
- G. Demonstrated knowledge of Certificate of Advanced Mastery requirements
- H. Physical requirements that may include:
  - 1. In an eight-hour day the employee may:
    - a. Stand/Walk 1 - 8 hours
    - b. Sit 1 - 6 hours
    - c. Bend, kneel, squat, and climb stairs
    - d. Use small muscles for repetitive motions

#### ESSENTIAL RESPONSIBILITIES:

- A. Prepare, monitor, coordinate, and ensure accurate implementation of the ESEA grant with various subgrant supervisors in compliance with federal law and state standards.
- B. Coordinate implementation, maintenance, and updating of the District's School-to-Work programs, Career Related Learning Standards, and Career Development Curriculum.
- C. Provide leadership as District liaison to PAVTEC, Business Education Compact (BEC) and the National Academy Foundation.

- D. Support successful implementation of technology in the classroom according to the Title IID grant.
- E. Coordinate development and approval of the Consolidated District Improvement Plan including data collection to report progress on District Strategic Plan and NCLB Consolidated Subgrant.
- F. Provide leadership in training for Site Councils, District counseling staff, and curriculum assistant principals to increase effective, continuous, high quality school-based staff development.
- G. Provide assistance to the Director in the planning and implementation of professional development offerings.
- H. Facilitate preparation and publication of secondary course catalogs including assistance to registrars and Information Services representatives in course code assignment, tracking, and reporting.
- I. Develop, maintain, and evaluate District implementation of the Carl Perkins grant. Monitor expenditures to assure compliance with grant specifications.
- J. Provide assistance to teachers and specialists on planning, integrating, and implementing Professional Technical Education (PTE)/CAM programs, Contextual Learning, endorsement areas, and post-secondary connections, and credit articulation.
- K. Provide current and appropriate communication to District educational staff and central office leadership.
- L. Provide Curriculum and Instruction representation on various committees, before special interest groups, citizen groups, and other public meetings for assigned area related issues.
- M. Collect data to evaluate instructional programs by seeking and applying research in areas of specialization.
- N. Assure the efficient and economical use of all funds, materials, facilities, and time related to assigned areas.
- O. Supervise and evaluate non-licensed staff as assigned.
- P. Establish and maintain cooperative relationships with community agencies and organizations.
- Q. Perform other related duties as assigned by the Assistant Superintendent of Curriculum, Instruction, and Assessment or the Superintendent.

KEY RELATIONSHIPS:

- A. Assistant Superintendent of Curriculum, Instruction, and Assessment: Reports to this position.
- B. District administrators: Facilitates service of the Curriculum, Instruction, and Assessment Department to other District departments and schools, coordinates efforts and budgets of the Consolidated Subgrant supervisors.
- C. Director of Assessment and Staff Development: Coordinates assigned areas with this position.

