

**ELK GROVE UNIFIED SCHOOL DISTRICT**  
**CLASS TITLE: CURRICULUM AND INSTRUCTION COACH: Linked Learning**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide leadership and support for the assessment, implementation and evaluation of the District Pre-K-12 curriculum and instruction programs, including Linked Learning, at assigned school sites to increase student engagement and eliminate the achievement gap.

**ESSENTIAL FUNCTIONS:**

Provide leadership and support for the assessment, implementation and evaluation of the District Pre-K-12 Linked Learning programs defined by Industry sectors at secondary schools in Elk Grove Unified and Sacramento City Unified School Districts; monitor and assess career pathway activities, work-based learning opportunities and work collaboratively with teachers, and business partners.

Provide support to classroom teachers with the implementation of Linked Learning and the integration of the Common Core State Standards and California Career Technical Education Model Curriculum Standards.

Assist in the development and implementation of program goals and curriculum; conduct demonstration lessons as they pertain to particular career pathways/industry sectors and the development of new and existing CTE courses to meet A-G requirements.

Assist classroom teachers in diagnosing curricular weaknesses through interim assessment and planning appropriate differentiated instruction; provide professional development and training concerning research and teaching techniques; plan, coordinate and oversee Linked Learning teacher teams/cohorts.

Assist staff with analyzing and interpreting data; student skills, equity and disproportionality of academies and pathways, college and career readiness, etc.

Assist classroom teachers and learning centers with identifying the appropriate interventions for students and develop/recommend programs/systems of support.

Assist academy/pathways with the development of a rigorous Program of Study that includes articulated colleges courses, honors and AP while making sure to offer student support that increases student success.

Provide assistance to classroom teachers in diagnosing the needs of English Language Learners or students identified as at-risk of academic failure.

Conduct demonstration lessons that model effective instructional strategies for English Language Learners or students at-risk of academic failure.

Conduct demonstration lessons that model effective cross-curricular instructional strategies.

Prepare and maintain a variety of records and reports related to assigned activities; process forms and applications as necessary.

Collaborate with site administrators, program personnel, students, parents and such community partners as businesses and post-secondary educators to enhance career pathways.

Work with College and Career Options, Middle School, Secondary Education, Post-secondary, business partners, NextEd/Crane, Curriculum / Professional Learning and Education Services to exchange information, coordinate activities such as steering/advisory committees and resolve issues or concerns and receive ongoing professional development.

Develop career pathways and plans and goals utilizing student performance and industry sector and labor market data.

Assist the District with parent education related to Linked Learning; drive a vehicle to conduct work.

Operate a variety of office equipment including a computer and assigned software.

Develop and craft professional develop trainings to meet the needs of the industry sector.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

California Standards for the Teaching Profession  
Common Core State Standards  
California Career Technical Education Model Curriculum Standards  
Curricular practices, research and methodologies.  
Instructional strategies used in the enhancement of curricular programs, including Linked Learning.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Standardized and performance based assessment practices.  
School climate and culture.  
Curriculum, goals and objectives.  
Principles of training, providing work direction and facilitating program implementation assessment and evaluation.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Public speaking techniques.  
Record-keeping and report preparation techniques.  
Modern office practices, procedures and equipment.

**ABILITY TO:**

Provide leadership and support for the assessment, implementation and evaluation of the District curricular programs, including Linked Learning, at assigned school sites.  
Provide effective coaching, staff development and technical feedback across disciplines.  
Provide coherent demonstration lessons.  
Assist staff in enhancing instruction techniques.  
Assess school climate and culture as they affect the learning environment.  
Collaborate with administrators, teachers, students and parents.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Prepare and deliver oral presentations.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Maintain consistent, punctual and regular attendance.  
See to read a variety of materials.  
Hear and speak to exchange information.  
Sit or stand for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree, including courses needed to meet credential requirements and three years classroom teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential.  
Valid California Class C driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office and classroom environment.  
Driving a vehicle to conduct work.