

TITLE: **ACADEMIC PROGRAM LEADER**

QUALIFICATIONS:

1. California teaching credential authorizing service in area of assignment
2. Three years successful classroom experience
3. Teaching skill and knowledge in identified area of need
4. Ability to communicate effectively with staff, students and community
5. Specialized training in reading/language arts, math or English language development, to include AB 466 (completed or in progress)

REPORTS TO: Principal or designee

SUPERVISES: Staff as assigned

JOB GOAL: To monitor and supervise site curriculum programs designed to achieve student achievement goals determined by state and federal governments

PERFORMANCE RESPONSIBILITIES:

1. Monitors school curriculum to ensure fidelity to state standards and appropriateness for student population
2. Provides resource assistance and information to school staff on curriculum issues; consults with team liaisons on regular basis; assists staff in selection of appropriate supplementary instructional materials; maintains and updates instructional materials inventory
3. Provides leadership in planning and implementing instructional inservice activities for school staff
4. Supervises state and federal categorically-funded and grant-based programs
5. Supervises student data collection and processing and standardized test administration
6. Serves as liaison to central office instructional support staff, county office of education, universities and vendors as appropriate
7. Maintains necessary budgets, records and files; prepares required reports
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; teacher salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.