

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Coordinator, Linked Learning	<b>REPORTS:</b>	Director, Secondary Curriculum
<b>DEPARTMENT:</b>	Student Services	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226 days
<b>ISSUED:</b>		<b>SALARY:</b>	Range 23

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**BASIC FUNCTION:**

Under the direction of the Director of Secondary Curriculum, the Coordinator of Linked Learning will work closely with district leadership, site administrators, teachers, post-secondary institutions, business, government, and community partners to develop, coordinate, and manage a system of College and Career Pathways - smaller learning communities that blend college preparatory academics with rigorous career technical education courses into an engaging program of study centered on a career theme. The Linked Learning pathways include a robust work-based learning component that challenges students to apply their knowledge and skills in authentic, real-world contexts and that bring community partners and the District together to achieve this goal. Pathways must also develop and implement effective personalization and support structures to ensure that students achieve at their highest potential and are prepared for college, career, and citizenship.

**REPRESENTATIVE DUTIES:**

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

**E = ESSENTIAL FUNCTIONS**

Administer the implementation of the Chino Valley Unified School District Plan for College and Career Readiness through the Linked Learning Initiative. **(E)**

Collaborate with district and site personnel in planning, implementing, monitoring, and evaluating career-technical education programs, budgets, facilities, and resources. **(E)**

Collaborate with district and site administration and pathway leadership to design and provide professional development opportunities that support pathway program development, integrated curriculum, performance-based assessment, and increased student achievement. **(E)**

Attend and facilitate participation of district and pathway teams in ongoing professional development. (E)

Work with district departments to support pathway teams in designing and implementing effective support structures and interventions for students encountering academic and/or social challenges. (E)

Collaborate with district departments and site administrators to design and implement a process for pathways recruitment and matriculation from middle schools that ensures student choice and equitable access for all available programs. (E)

Collaborate with district departments to support the collection and analysis of data to monitor student academic achievement, successful completion of A-G college admission requirements, matriculation to colleges and postsecondary training, and effective engagement in work-based learning opportunities. (E)

Coordinate the evaluation of programs in partnership with supporting agencies to support Linked Learning pathway quality and equity of access. (E)

Plan and coordinate efforts to engage students and families in college going culture, specifically supporting them in academic preparation, college applications, and securing financial aid for post-secondary education and training. (E)

Perform related duties as assigned. (E)

## **OTHER JOB DUTIES AND RESPONSIBILITIES**

Functions as an effective member of the management team and serves as a member of the District Management Advisory Team.

Encourages school personnel and community members to participate in school-related functions such as advisory committees, fund raising, activity planning, etc.

Carries out a program of community relations to further awareness of the District and site educational goals and objectives, and achievement strategies.

May plan, organize and implement a summer school program based upon specific goals and target populations.

May participate in the District's teacher/administrator recruitment and selection process.

## **MINIMUM REQUIREMENTS**

### **EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

Experience: A minimum of three (3) years of successful full-time classroom teaching at the secondary level preferred and experience teaching and/or supervising career technical education and/or interest-themed courses and pathways.

Education: Master's Degree from an accredited institution of higher learning; advanced study in the field of secondary education, including the areas of administration, supervision and curriculum development.

Previous administrative experience preferred.

Credential: Possession of a valid California teaching credential; Possession of a valid California Credential authorizing service as an administrator.

### **OTHER LICENSES, CERTIFICATIONS, BONDING, AND/OR TESTING:**

- Department of Homeland Security I-9 Form completion
- TB Test Clearance
- Criminal Justice Fingerprint Clearance
- Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Federal and state legislation and trends as it relates to career technical education
- Relevant educational research and an understanding of research and design
- Theories, techniques, and objectives of public school educational programs and operations with regards to common core state standards and their impact on career technical education
- Principles and techniques of budget preparation and control
- Various modern technologies used in teaching and learning
- Interpersonal skills using tact, patience and courtesy

#### **ABILITY TO:**

- Exhibit well-developed personal philosophy of education
- Work effectively in a multi-ethnic setting
- Work independently and/or in a team setting
- Apply appropriate research design in a school setting
- Communicate effectively with students, staff and community

- Provide leadership and direction to assigned programs
- Establish and maintain cooperative working relationships with others
- Perform a variety of specialized and responsible tasks
- Analyze situations and determine appropriate and timely action
- Motivate students and staff
- Maintain records
- Plan, organize, prioritize
- Meet schedules and deadlines
- Be flexible
- Exercise confidentiality

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General office environment at a school site or as assigned
- Occasional work in outside weather conditions
- Demanding timelines
- Usual work in low to moderate noise level
- Subject to frequent interruptions and daily contact with students between the ages of 4 and 18 years, and their parents

### **PHYSICAL ABILITIES:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use of voice to exchange information in person and on the telephone
- Use of close and distant vision, color vision, peripheral vision, depth perception and the ability to focus
- Hearing acuity for conversations and other sounds
- Sitting, standing, walking, stooping or bending over
- Handling, grasping and feeling objects; repetitive use of dominant hand; fine dexterity with both hands; gross muscle use of arms and legs
- Crawling, climbing, reaching overhead-above the shoulders and horizontally, crouching, kneeling, and balancing
- Pushing or pulling, lifting or carrying, individually or with assistance 10 to 25 lbs

## **HAZARDS**

The hazards described here are representative of those that may be encountered in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Extended viewing of computer monitor
- Working around and with office equipment having moving parts

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Linked Learning and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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**(SIGNATURE OF EMPLOYEE)**

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**(DATE)**

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: October 16, 2014