

# Sarah Hoffman

## Curriculum Coordinator

Proven track record of transforming K-12 curriculum alignment and instructional outcomes across 13 years in education. Expertise in data-driven curriculum development, standards-based assessment design, and comprehensive professional development programs serving 150+ educators annually. Skilled in leading cross-functional teams to implement research-based instructional strategies that increase student achievement by 15-25% across diverse populations.

### EDUCATION

Master of Education in Curriculum and Instruction

California State University, Sacramento  
February 2017

Relevant Coursework:  
Educational Assessment Design, Instructional Leadership Theory, Data-Driven Decision Making, Multicultural Curriculum Development, Learning Sciences Research

Bachelor of Science in Elementary Education

University of California, Davis  
August 2014

### KEY SKILLS

- Curriculum mapping and standards alignment (Common Core, NGSS)
- Data analysis and assessment design using PowerBI and Excel
- Professional learning community (PLC) facilitation and coaching
- Instructional materials evaluation and adoption processes
- Multi-tiered systems of support (MTSS) implementation
- Educational technology integration (LMS, digital assessment tools)

### PROFESSIONAL EXPERIENCE

Curriculum Coordinator | Sacramento Unified School District, Sacramento, CA  
July 2020 – Present

- Orchestrated curriculum development for 85 K-8 schools serving 42,000+ students, achieving 18% improvement in state assessment scores over 3 years through rigorous standards alignment
- Led 12-member curriculum adoption committees through systematic evaluation of \$2.3M in instructional materials, resulting in district-wide implementation of evidence-based resources
- Designed and delivered 120+ hours of professional development annually to 250+ teachers, increasing classroom observation scores by 22% in targeted instructional strategies
- Through quarterly data analysis cycles, identified achievement gaps and modified pacing guides for 15 schools, contributing to 12% reduction in learning disparities. Managed \$850K curriculum budget across multiple content areas, reallocating resources to support Title I schools and achieving 95% budget efficiency rating

Instructional Leader | Madison Middle School, Sacramento, CA  
August 2016 – June 2020

- \$180K in supplemental funding secured through successful grant applications supporting literacy and STEM curriculum enhancements for 850+ students
- Facilitated 35 weekly PLC meetings annually, guiding 22 teachers through data-driven instructional planning that improved student proficiency rates by 24%. Developed comprehensive assessment bank with 200+ formative and summative assessments, reducing teacher prep time by 30% while increasing assessment validity
- Throughout 4-year tenure, conducted 150+ peer observations and coaching sessions, contributing to 89% teacher retention rate and improved evaluation scores

### CERTIFICATIONS

- California Clear Administrative Services Credential: California Commission on Teacher Credentialing, May 2018
- California Multiple Subject Teaching Credential: California Commission on Teacher Credentialing, February 2012
- Certified Curriculum Director: Association for Supervision and Curriculum Development, February 2021

- Grant writing and budget management for curriculum initiatives