

POSITION TITLE: Coordinator of Teaching & Learning, ELA

QUALIFICATIONS: Postgraduate Professional License with an endorsement in English and/or reading, and recent successful experience as a supervisor or teacher in the subject area. Master's degree or postgraduate certificate in Administration and Supervision required. At least five years successful teaching experience with at least three years of teaching English/language arts and at least two years experience managing and leading others. Must have comprehensive knowledge of English/language arts curriculum, instruction and assessment design, and an understanding of how to build a vertically-aligned K-12 English/language arts program with particular expertise in current research and proven practices in literacy. Demonstrated comprehensive knowledge of teaching techniques, instructional materials, and current trends in education. Understanding of the knowledge, skills and processes of education as defined in the Virginia Standards of Learning (SOL). Understanding of the progression of reading and writing skills. Understanding of and proficiency in grammar, usage, and mechanics, and their integration in writing. Ability to establish and maintain effective communication and working relationships with teachers, specialists, school administration and staff, central office staff, and members of the community. Ability to compose and present reports and effective, visually appealing presentations using multimedia technology. Must have extensive experience with innovative teaching techniques, instructional materials, and current trends in the area of English/language arts, as well as experience working in high-poverty schools and/or school systems.

PERFORMANCE EXPECTATIONS: Ensures the English/language arts curriculum and instructional program leads to exceptional levels of student achievement in reading and writing, and that it results in students reading and writing on grade level. Coordinates work of and is responsible for the evaluation and supervision of elementary and secondary language arts instructional specialists. Facilitates curriculum development for the specified instructional area; coordinates the proposed curriculum through the approval process; monitors curriculum program implementation throughout the division; develops guidelines for program and materials implementation. Provides leadership for the literacy program through planning professional development opportunities, coordinating school and community events, facilitating curriculum development by monitoring and guiding program direction and supporting teachers, administrators, and parents. Coordinates and develops assessment resources for the literacy program including common assessments and develops resources and training on how such data is used to make real-time instructional decisions. Plans and facilitates professional learning to support teacher leadership in literacy. Provides effective coaching to support school leaders and teachers to improve performance. Develops a K-12 strategy for how the division works with new teachers to ensure they have specific supports necessary for successfully teaching English/language arts. Assists in planning and conducting collaborative and developmental trainings for reading lead teachers, Title I reading teachers, and department chairs. Supports principals and teachers in developing and meeting literacy goals at the school level. Coordinates the gathering, selecting, and analyzing of data in English/language arts. Uses assessment data to make instructional decisions related to curriculum and instruction; recommends and implements improvements to curriculum, instruction, and assessment based on analysis of results; disaggregates data to provide ongoing assessment of student achievement. Coordinates mandated programs by and serves as liaison for English/language arts to the Virginia Department of Education and other education organizations; ensures compliance with all applicable state and federal regulations and accreditation standards. Assists in the collection, review, and submission of all requisite information for state and federal reporting. Reviews and identifies instructional materials; manages adoption of new instructional materials, digital subscriptions, and other curriculum materials in accordance with division

and state guidelines and procedures; develops a plan that provides professional development opportunities for teachers and administrators to ensure effective implementation of these resources. Ensures that budget is expended appropriately and that funds are used for goals of developing literacy across all levels; maintains clear and accurate budget expenditures in compliance with current division financial accounting procedures. Maintains a working relationship with community stakeholders. Develops communications regarding the progress of English/language arts achievement for the division. Works well in a fast-paced environment; demonstrates a sense of urgency and zeal for ensuring all students in Richmond Public Schools experience success in literacy. Models professionalism, engages in self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues. Performs other related duties as assigned by the Director of Curriculum & Instruction.

GENERAL DEFINITION AND CONDITIONS OF WORK: The Coordinator of Teaching & Learning, ELA occasionally requires the exertion of up to 10 pounds of force. Work requires frequent standing, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Curriculum & Instruction

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 125

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt