

63086

SECONDARY COORDINATOR OF TEACHING AND LEARNING

JOB GOAL

To provide leadership, direction, and support in developing, implementing and maintaining the best possible educational programs and services by focusing on curriculum, assessment, teacher development, and continuous school improvement.

QUALIFICATIONS:

1. Master's degree from an accredited educational institution
2. Certification in Educational Leadership, School Principal or Professional School Principal.
3. Three (3) years of successful teaching and two (2) years administrative, supervisory, or teacher leadership.
4. School Based Administrative experience or Teacher Leadership preferred.
5. Satisfactory criminal background check and drug screenings.

REPORTS TO: Superintendent of Schools

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of national and state curriculum initiatives. Knowledge of research, current trends, and best practices related to curriculum, instruction, assessment, staff development, and school improvement. Knowledge of principles and concepts for continuous quality improvement in education. Understanding of assessment concepts, principles, and the relationship of teaching, learning, and assessment systems. Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to deliver professional development and evaluate teaching practices. Ability to write reports, business correspondence, and procedure manuals. Ability to present information effectively and respond to questions from groups, employees, and the public. Ability to work with and apply mathematical concepts. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all district requirements and Board policies. Knowledge and skill in the use of relevant software and hardware. Ability to manage several tasks at one time. Ability to work effectively under stress and tight timeframes. Ability to communicate orally and in writing.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESONSIBILITIES:

Service Delivery:

- *(1) Facilitate the use of student performance data to school improvement plan development.

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- *(2) Oversee and guide schools through development of school improvement plans and articulate their alignment with the master strategic plan.
- *(3) Assist schools in interpreting and solving problems with accountability issues.
- *(4) Assist in ensuring compliance by schools with all state accountability requirements.
- *(5) Review research to identify best practices for use in the district.
- *(6) Assist schools in using research findings and recommendations to address their school improvement plan goals and objectives.
- *(7) Oversee the administration of the district and state student assessment program.
- *(8) Assist schools in the analysis of student achievement data.
- *(9) Direct the district's system of accountability.
- *(10) Assist schools with the accreditation process and serve as district contact for the Southern Association of Colleges and Schools (SACS).
- *(11) Analyze and monitor student achievement to ensure continuing progress.
- *(12) Coordinate and manage assigned projects and initiatives to improve student performance.
- *(13) Direct and facilitate research initiatives within the district to improve student achievement.
- *(14) Identify and recommend to the Assistant Superintendent for Teaching and Learning Services and School Operations the implementation of alternative and optional programs to support the requirements of the district's strategic plan.
- *(15) Establish a systemic approach to link teaching, learning, and assessment to the school improvement process.
- *(16) Provide support for the improvement of teaching and learning services in the district.
- *(17) Oversee the School Improvement/Accountability -NCLB.
- *(18) Oversee Specialty Grants.
- *(19) District Spelling Bee Coordinator.

Inter/Intra-Agency Communication and Delivery

- *(20) Serve as a resource to schools by providing information and assistance on school improvement, accountability, and assessment.
- *(21) Facilitate a collaborative team of school and district personnel to ensure that curriculum and instructional initiatives are student focused and aligned with the district's vision, mission, goals, and objectives.
- *(22) Work with school principals and district staff on the implementation of school improvement plans, initiatives, and processes.
- *(23) Assist and support school personnel in integrating the district's mission with school improvement initiatives.
- *(24) Serve as a resource to the Superintendent's Executive Leadership Team for strategic planning.
- *(25) Work with the Superintendent, School Board, assistant superintendent, district-level administrators, and principals to facilitate collaborative planning for the district.
- *(26) Assist in the interpretation of programs, philosophy, and policies of the district to staff, students, and the community.
- *(27) Interact with parents, outside agencies, businesses, and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
- *(28) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.

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- *(29) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- *(30) Provide training for School Advisory Councils.
- *(31) Design procedural and training manuals for principals and School Advisory Council personnel.
- *(32) Keep well informed about current trends and knowledge in the areas of responsibility.

Systemic Functions

- *(33) Develop, recommend, supervise, and administer the budget for assigned functions in this Department.
- *(34) Serve on district, state, or community committees as assigned.
- *(35) Assist in implementing the district's goals and strategic commitments.
- *(36) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- *(37) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- (35) Perform other tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(36) Provide leadership, oversight, and direction for the overall activities of planning, developing, coordinating, implementing, and evaluating all school improvement, accountability, and assessment initiatives.
- *(37) Initiate the development of goals and objectives within the scope of School Board rules, administrative direction, and organizational constraints for the functions within the department.
- *(38) Provide leadership and assistance to school personnel in the use of assessment data to improve teaching and learning.
- *(39) Facilitate district-wide planning to link teaching and learning and the use of financial and human resources to the district's goals and objectives.
- *(40) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.