



JOB INFORMATION

TITLE:	Elementary Grade Level Coordinator	
EMPLOYEE GROUP:	Professional	ADDITIONAL JOB CODES: 216
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Per Contract	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	As Assigned	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt _____	
Last Edited On:	10/30/2017	Board Approval Date: 11/20/2017

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO: Elementary Principals, the Director of Curriculum and Instruction, and the Assistant Superintendent.

The Elementary Grade Level Coordinator will assume this responsibility for a two-year term. At the conclusion of the two-year term, the position will be re-opened for interested individuals to apply.

JOB SUMMARY & QUALIFICATIONS

This extra duty position provides teacher leadership for their respective grade level including, but not limited to leadership through grade level meetings, curriculum writing, and professional learning.

QUALIFICATIONS

The Elementary Grade Level Coordinator shall:

- a. Preferably possess an Instructional II certificate as validated by the Pennsylvania Department of Education.
- b. Preferably possess a minimum of three (3) years teaching experience in the District.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Positively support school and district philosophy, mission, goals, and curriculum implementation;
- b. Mentor, assist, encourage and guide teachers through professional development and programs mandated by school/district/state;
- c. Facilitate scheduled grade level meetings;
- d. Analyze assessment of students, programs, and curriculum with team;

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- e. Share information and communication from administration, district, parents, and community with teachers;
- f. Suggest and participate in curricular and instructional changes, innovations, and critiques in a constructive manner to administration;
- g. Make requests to administration about the grade level needs, such as textbooks, supplies, equipment, etc.;
- h. Provides leadership to the team on Staff Development/In-service days;
- i. Facilitate data analysis by the team to improve curriculum and instruction;
- j. Act as liaison between administration and team;
- k. Maintain grade level inventory of textbooks, equipment, and supplies (as necessary);
- l. Work cooperatively with other grade level teams; and
- m. Represent grade level on District curriculum committees and/or assist with the coordination of appropriate grade level representation;
- n. Share resources, strategies, and/or materials and facilitate grade level and cross grade / level collaboration;
- o. Perform other duties as assigned by the administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.

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- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.