Job Description
MOORE PUBLIC SCHOOLS

Job Title Title III Coordinator/District Test Coordinator

Qualifications:

Credentials: Current teacher certification

Education: Master's degree in ELL, Administration, or Guidance and Counseling

Training or Experience Required: Five years teaching experience

Special skills, Knowledge, Abilities:

- Knowledge of federal/state regulations and laws affecting Title III programs.
- Oversee testing services within the district.
- Communication skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries (includes filling out forms; knowledge of grammatical structure; composing correspondence; training and directing others; using creativity and clarity in public speeches and presentations; understanding of specialized vocabulary for preparing correspondence; and proofing of completed documents).
- Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.
- Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and/or percentages.
- Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: Dean of Academics

Job Goal (Purpose of Position):

- Oversees the district's Title III programs

- Oversees District Testing
- Performs duties under limited supervision by providing leadership relative to ELL instruction;
- Provides professional development to improve the knowledge of teachers
- Works with schools to provide parenting support, guidance, and educational information to families;
- Helps families and schools communicate about referrals from parents and outside agencies for the purpose of determining if students should receive special education services;
- Facilitates the coordination of special education and regular education teachers who serve ELL students;
- Researches, develops, and distributes information relative to implementing district Title III initiatives;
- Helps teachers provide instruction that meets district and state academic content standards; and that is differentiated in order to accommodate students with special needs in the Title III programs.
- Works with Special Services Department to fulfill federal requirements for students in ELL settings who require special education;
- Oversees the district's Seal of Biliteracy program.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative

to identify solutions to problems. (G) Be a team player with co-workers, subordinates, supervisors, and community leaders to accomplish district objectives or goals. (H) Contribute to quality of district programs including extracurricular programs; and (I) Actively pursue personal growth and development.

Essential Job Functions/ (PERFORMANCE RESPONSIBILITIES):

1. Provides leadership and coordination of programs assigned. Evaluates program needs and makes appropriate recommendations.

2. Provide professional development activities that are sustained, intensive, of high quality, and designed to improve teachers' content knowledge and instructional skills.

3. Devises and maintains records and reports as necessary.

4. Trains teachers in research based, innovative, and proven instructional methodologies designed to meet the diverse learning needs of the individual students.

5. Provide technical assistance and support to administrators, teachers, and support staff.

6. Develop, monitor, and reports results on the assessment of student achievement.

7. Provide strategies and resources for teachers, principals, paraprofessionals, and parents to enable all children to meet the state's student academic achievement standards.

8. Works with out of field teachers to meet the requirements for content knowledge, certification, and effective instructional practices.

9. Develop strategies to increase parental involvement in programs such as family literacy services.

10. Work collaboratively with other content specialists and teachers to identify opportunities for integration and reinforcement of academic content.

11. Recommend program improvements based on observation, research, and an analysis of student achievement.

12. Work with new teachers to refine knowledge of the curriculum, materials, assessment standards and practices, and instructional approaches.

13. Assist teachers, principals, and other content coordinators with the analysis of data to improve teaching, accountability, decision making, and school improvement efforts and accountability.

14. Maintain a constructive professional working relationship with teachers, administrators, and parents.

15. Provide recommendations for long term plans in the area of responsibility that meet local, state, and federal requirements.

16. Recommend pilot programs in observance of established procedures or guidelines.

17. Serves as the district test coordinator and assumes responsibilities defined by the Oklahoma School Testing Program (OSTP), ACT, and any other required testing.

18. Interprets test results, statistical data and district goals as they relate to programs, administrating staff, and patrons.

19. Devise and maintain records and reports as required.

20. Supervises and monitors the adoption of textbooks, programs, instructional materials, and approaches in the area of responsibility.

21. Perform other duties as assigned.

Supervision exercised: May provide indirect supervision over staff in program area.

Physical/Mental Requirements and Working Conditions:

This is an office job with few if any physical/mental requirements other than those included in the essential functions. May on *occasion* have to lift and transport supplies, equipment, materials, etc.

TERMS OF EMPLOYMENT:	Work Year to be established by the Superintendent.
EVALUATION:	Performance of this job will be evaluated in accordance with the provisions of Board Policy.

Approved: 03/07/2022
Revised: 04/10/2023