

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Grade Level English Curriculum Year 1 Rollout Coordinator (1-year only dependent on CLSD Grant funding for year 2) 3 positions: Grade 6, Grade 7, and Grade 8
Department:	Teaching and Learning
Reports to:	Assistant Superintendent
Supervises:	N/A

Description of job:

Must be a full time staff member teaching the discipline of coordination at the assigned level.

Under the general direction of the Assistant Superintendent for Teaching and Learning, assigned level principal(s), and the Coordinator of High Quality Curriculum, Assessments, & Supports. The Grade Level EL Coordinator has responsibility for leadership for your grade level (across WMS and DMS and to include DA where applicable) areas of curriculum implementation, facilitation of content area common assessments and for advising and assisting the administration with content area professional development.

Specifically, the Grade Level EL Coordinator shall perform the following:

- Assists administration in facilitating the implementation and evaluation of the EL Curriculum ● Assists administration in overseeing content area common planning and implementation of corresponding content area initiatives (i.e. implementation, analysis, and response to common assessments). Lead teacher to curate EL lessons with your team for grade level to be shared.
- Participates in district-required professional development initiatives pertinent to content area and facilitates content area meetings on professional development days and during after-school faculty meeting time as determined by administration. Develops agendas for these meetings and submits these to the Assistant Superintendent with appropriate notes/updates.
- Advises the Assistant Superintendent and building administration in implementing, viewing, and revising the curriculum for each course offering within the scope of the content area.
- Advises administration about the content area budget and selection of instructional materials. ● Acts as a liaison between the Assistant Superintendent, Coordinator of High Quality Curriculum (CHQC), Assessments, & Supports, and/or building principal and the content area staff. ● Submits requested reports to the Assistant Superintendent and building principals that describe content area activities. ● Attends scheduled meetings, including the EL Implementation Team Meeting with the Assistant Superintendent, Coordinator of High Quality Curriculum, Assessments, & Supports and/or building principal, including the PD committee meetings.
- Communicates regularly with the Assistant Superintendent, Coordinator of High Quality Curriculum, Assessments, and Supports and/or principals and coordinates grade level meetings for the middle school . Collaboratively develops the agenda for these meetings and keeps grade level notes. Participates in committees related to the content area or at the request of the building principal, CHQC, or the Assistant Superintendent.

Protective Personal Equipment:	n/a				
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Classification:	Sedentary:	Light:	Medium:	Heavy:	Very Heavy:
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Classification Key:

- Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*
- Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;*
- Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;*
- Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;*
- Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.*

Driving Requirements:	None:	Manual: x	Automatic: x
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Work Environment			
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Floor Surface:	Tile or carpet		
Inside:	100%	Outside:	
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

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PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.	x					
35 – 50 lbs.	x					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.	x					
35 – 50 lbs.	x					

PUSHING/PULLING						
Maximum push/pull: up to 20 lbs						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.	x					
100 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			x		
Standing			x		
Walking		x			
Bending		x			
Twisting		x			
Crawling	x				
Kneeling		x			
Squatting		x			
Climbing		x			
Reaching – Vertical		x			
Reaching – Horizontal			x		
Grasping		x			
Pinching		x			
Manual Dexterity		x			
Fine Dexterity		x			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties competently. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum Bachelor Degree

License/Certificate/Certification:

RI Teacher English Certification required.

Technological and/or Technical Skills:

Proficiency in digital tools in order to deliver instruction, gauge student learning, increase engagement, support collaboration, and foster independent practice.

Communication Skills:

Ability to communicate effectively in individual and group situations.

Planning Skills:

Ability to effectively plan, develop and deliver presentations, collaborate with all building staff, and analyze technology needs for the building.

Interpersonal and Problem solving skills:

Ability to interface with staff in a collaborative manner. Ability to effectively address issues utilizing a personable problem-solving approach.

Terms of Employment:

Position re-posted yearly.

Evaluation:

Informal evaluation by the building principal and/or Assistant Superintendent.

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Date: 9/2020