

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Coordinator of High Quality Curriculum and Supports (K12, ELA)
Department:	Assistant Superintendent Office
Reports to:	Assistant Superintendent
Supervises:	N/A

Description of job:

SUMMARY DESCRIPTION: The Coordinator of High Quality Curriculum, Assessments, and Supports K-12 English Language Arts will provide proactive, collaborative leadership to support the execution of key strategic initiatives related to ELA. Will coordinate with the Assistant Superintendent the professional learning for the rollout of High Quality Curriculum ELA initiative aimed at developing staff to ensure District goals are met.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of current educational principles, best practices and procedures in development and implementation of ELA curriculum, instruction, and assessment PreK-12. Knowledge of local, state and national standards and assessments and ability to support their application, development and implementation. Knowledge of using technology as an educational tool to support learning, multicultural instructional materials, and experience teaching across disciplines and with diverse populations. Ability to provide leadership for professional learning building capacity in ELA instruction. Ability to monitor the success of professional learning implementation through school visits, data analysis, and collaboration with district principals. Ability to effectively collaborate with the district technology coach and principals.

Position Description:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Curriculum:

- Participate in the evaluation of the High Quality Curriculum (HQC).
- Provides oversight on the rollout of the HQC.
- Collaborate with administrators and teachers for curriculum rollout.
- Conduct research and work with faculty and staff in implementing a HQC with fidelity through all NK schools.
- Consult with the AP of Teaching and Learning at the high school to review current course/program is meeting intended grade level curriculum standards. Consult on the professional learning plan to ensure high quality instruction in English at all grades and levels.
- In collaboration with District Leadership, plan, organize and develop a plan for rolling out district-wide MTSS Teams
- Develop a five year plan of professional learning to ensure the HQC instruction is supported including the replacement of outdated materials.

Assessment/Data:

- Partner with school leadership teams to support each school's assessment protocols to analyze data, and support school leaders in identifying areas for improvement; plan professional learning accordingly.
- Develop, manage and report on staff, student and community surveys.
- Analysis and Reporting:
 - Conduct statistical analysis of student achievement data and school information and maintain data warehouse of all student assessment scores (state, district and school data and others as identified).
 - Provide timely and clear reports on data analyzed.
 - Manage the development and design of data dashboards and other regular reports or analysis that answer questions for key stakeholders, provide insight on student, school and district performance trends and

North Kingstown School Department

patterns; and inform discussions and strategic decisions at the district and school levels, (e.g. aggregate and subgroup trends).

- Create an ELA “public package” of achievement and other student-level data and provide a clear understanding of what the data means to critical audiences (School Committee, families and community) working with the Assistant Superintendent/principals to message the information in a public-friendly way
 - Serve as the primary contact for all external data requests and provide needed data to Superintendent, Assistant Superintendent, and Principals.
- Serve as member of the MTSS Leadership Target Team

Supports and Development:

- Collaborate with Assistant Superintendent, principals and other instructional leaders to conduct significant professional learning around new initiatives in the areas of curriculum, data management and analytics.
- May be an evaluator or supplemental evaluator for teachers under the humanities umbrella (ELA/Social Studies)
- Assist district administrators in preparing and administering reports to comply with federal and state requirements.
- Champion key findings from analysis and develop implementation models for district and school leaders to act upon data results.
- Serve as ELA Professional Learning point of contact for building-based administration

All other duties assigned by Assistant Superintendent

Protective Personal Equipment:		n/a			
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>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;</i>					
<i>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;</i>					
<i>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;</i>					
<i>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.</i>					
Driving Requirements:	None: X		Manual:		Automatic:

Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 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 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object

North Kingstown School Department

0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 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)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. 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.

North Kingstown School Department

Education and/or Experience:

At least 5 years classroom experience. Experience in budgeting, adoption of new curriculum, and organizing/delivering professional learning. Reading specialist experience preferred.

License/Certificate/Certification:

Valid RI - Administrator of Curriculum and Instruction

Applicants will be considered who have not yet completed their Administrator of Curriculum and Instruction but are willing to do so within an agreed upon time frame. Pre-administrator candidates must possess a valid teaching certification but will be working within an administrator contract.

Technological and/or Technical Skills:

- Data collection and analysis.
- Create reports and presentations

Communication Skills:

- ☑ Demonstrated ability to draft clear and concise correspondence.
- ☑ Ability to compose and/or present written or oral reports as needed.
- ☑ Ability to communicate effectively with all levels within the organization including administration, staff and peers.

Planning Skills:

Demonstrable ability to effectively handle complex issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from staff members, students and administrators (multi tasking)

Interpersonal and Problem solving skills:

Ability to interact with administration and staff in an effective manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Per contract

Evaluation:

Yearly

Date: 5/2020