

# LEMOORE UNION ELEMENTARY SCHOOL DISTRICT

Human Resources Division

## LEARNING COORDINATOR

Job Description

### **BASIC FUNCTION:**

Under the direction of the assistant superintendent and the site principal, the learning coordinator is accountable for improving student achievement for all students with special attention on improving student achievement of English Learners, special education students and students who are failing, or who are at risk of failing to meet adopted standards in mathematics, English language arts and English language development. The learning coordinator facilitates professional development activities in order to improve teaching and learning; develop and facilitate programs and services to promote parent involvement with the school; coordinate and deliver site categorical programs, services, academic and social emotional behavior intervention support and monitoring, and extended learning opportunities for students; provide data management and analysis of school level data on a routine basis in order to drive instruction for student success; administer tests.

### **REQUIRED QUALIFICATIONS:**

#### *Skill and Ability to:*

- Read, interpret, comprehend, apply and explain laws, rules, regulations, policies and procedures relating to school administration.
- Identify, assess, diagnose, and determine the academic needs of students.
- Develop and oversee the implementation of effective instructional interventions for at risk children.
- Make presentations and deliver in-services in area of specialty.
- Develop, conduct, and evaluate appropriate in-services, workshops, and meetings.
- Speak and write effectively.
- Communicate, understand, and follow both oral and written directions effectively.
- Plan, prioritize and organize work to meet schedules and deadlines.
- Demonstrate loyalty and high ethical standards.
- Focus and appropriately allocate resources toward identified goals.
- Manage change and design an effective system of reporting progress and monitoring results.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Think creatively to develop new methods or solutions to inspire others to reach a common goal.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.

#### *Knowledge of:*

- Current curriculum trends in reading, language arts, math, science and history/social science.
- Categorical and supplemental instructional programs, policies and regulations.
- Educational leadership strategies necessary for promotion of school improvement.
- Program evaluation procedures.
- Designing and delivering professional staff development and coordinating people and programs.
- Laws regarding minors and child abuse reporting.
- Testing procedures.
- Interpersonal skills using tact, patience and courtesy.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of district students.
- Oral and written communication skills.

- Applicable sections of the Education Code and other laws, rules and regulations related to assigned activities.
- Effective use of electronic technology to enter data, maintain records and generate reports.
- District organization, operations, policies, principles, practices, objectives and goals.

Education and Experience:

- Bachelors Degree and valid multiple subject teaching credential or valid single subject teaching credential. Masters degree preferred, but not required.
- Five years successful elementary and/or middle school teaching experience.
- A valid California Administrative Services Credential or Administrative Services Internship Credential.
- Valid California Class C Driver's License

**ESSENTIAL FUNCTIONS:**

- Support teachers in the implementation of effective instructional strategies designed to improve student academic achievement.
- Support and facilitate use of student data by teachers to determine needs of students in efforts to close achievement gaps among diverse learning groups.
- Develop and provide programs to meet the individual needs and learning styles of all students ensuring full access to, and participation in, the District's rigorous core curriculum.
- Develop and facilitate implementation of core instruction, supplementary instruction, intervention, and auxiliary services to meet the needs of the school's diverse learning groups; English learners, educationally disadvantaged students, gifted and talented students, and students with special needs.
- Coordinate the identification, assessment, and appraisal of students requiring academic and/or social emotional interventions support and monitoring.
- Assist in the development of a comprehensive plan for extended learning opportunities for students that fail to meet grade level standards.
- Assist in the development, facilitation, and supervision of effective school site professional development to maximize learning opportunities for students that are failing or at risk of failing adopted standards in English language arts, mathematics and English language development.
- Work as a member of the site leadership team to develop programs and procedures that maximize student learning.
- Work with the school site leadership team to design, deliver, and evaluate professional development activities for teachers, paraprofessionals, volunteers, and other appropriate school personnel. Guides the school achievement team through processes to evaluate student achievement data. Provides periodic reports to District oversight teams/committees.
- Coordinate and facilitates Student Success Team meetings.
- Act as the administrative representative on IEP and 504 teams.
- Organize the School Site Council (SSC) and English Learner Advisory Committee (ELAC). Serve as a liaison between the school and the committees. Coordinate the SSC and ELAC meetings. Submit all required SSC and ELAC documentation to the assistant superintendent.
- Coordinate the development and preparation of the Single Plan for Student Achievement (SPSA) with the site leadership team and the SSC.
- Coordinate and supervise state-and-district mandated student assessment as it relates to student achievement objectives of the Single Plan for Student Achievement.
- Assist the principal to coordinate and prepare for the school-level Categorical Program Monitoring process.

- With the school leadership team, coordinate and conduct an annual comprehensive needs assessment to collect, organize, and analyze student, staff, and program data used in designing and evaluating teacher professional development opportunities and supplementary services provided at the school site through categorical program funds.
- Analyze student data and determine individual needs for intervention programs for students with the highest risk of failing, to ensure all students can learn at grade level and to make meaningful school-wide instructional decisions.
- Complete the annual instructional program evaluation for the school site.
- Assist in recruiting, screening, assigning, and monitoring of personnel funded through site categorical programs, including providing program information and professional development, reviewing activity log books, reviewing monthly time accounting forms, submitting time sheets, or other documentation, as required by the assistant superintendent.
- Assist with the evaluation process of staff assigned to support the academic interventions for at-risk students.
- Promote and oversee student attendance. Communicate with families regarding student truancy, acts as liaison between families and the Local Student Attendance Review Board (LSARB).
- Develop and facilitate programs and services to promote parent involvement with the school.
- Serve as a liaison between the District and school community in interpreting laws and regulations as they relate to site categorical programs.
- Coordinate and facilitate student activities that promote and celebrate high levels of learning.
- Build and support coherence and focus on systems to maximize learning opportunities.
- Other duties as assigned.

**WORKING CONDITIONS:**

Environment:

- Office and classroom environments.
- Constant interruptions, contact with dissatisfied individuals.
- School yard and playgrounds.

Physical Abilities:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; seeing to monitor and read documents; hearing and speaking to exchange information and make presentations; lifting light objects; walking to supervise campus activities; reaching overhead, above the shoulders and horizontally, bending at the waist to retrieve and store files.

Lemoore Union Elementary School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Days of employment: 198 days**

**Board Approved: July 17, 2018**