

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Elementary Reading and Curriculum

QUALIFICATIONS

- Master's Degree or higher in Education with certification in Administration and Supervision or Educational Leadership.
- Certification and/or endorsement in Reading or a commitment to complete the certification or endorsement within two years.
- At least five (5) years successful teaching experience and at least one (1) year of successful administrative experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida's Next Generation Sunshine State Standards and the Common Core State Standards and the ability to interpret and apply Florida laws, statutes, and State Board Rules as they relate to K-5 curriculum and instruction, assessment, and student progression.
- Knowledge of all areas of Elementary curriculum and instruction. In particular, an understanding of scientifically-based researched approaches to reading instruction and related materials for all elementary curriculum areas.
- Knowledge of the requirements of and guidance pertaining to FCAT 2.0 Reading, Math, Science, and Writing, the A+ Accountability Plan, the K-12 Comprehensive Research-Based Reading Plan and the district K-5 instructional and assessment plans.
- Knowledge of professional development strategies and programs related to elementary curriculum and instruction including scientifically-based researched approaches to reading instruction.
- Knowledge of technology and computer applications as related to instructional integration in classrooms and for teacher and administrator professional development.
- Effective skills in oral and written communications.
- Skill in organization time management, and the ability to plan, organize, and prioritize.
- Ability to communicate and to work cooperatively with personnel and the public.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Director, Teaching and Learning
SUPERVISES Assigned Teachers on Assignment and Support Staff

POSITION GOAL

To manage and monitor all aspects of Elementary curriculum and instruction, with an emphasis on the integration of reading across content areas and the implementation, monitoring, and revision of the elementary curriculum and instructional plans.

PERFORMANCE RESPONSIBILITIES

1. * Collaborate with the Secondary Curriculum Coordinator, Coordinator of Comprehensive K-12 Reading Plan, Teaching and Learning personnel, and other district departments to ensure a systemic and structured approach to curriculum, instruction, and professional development K-12.
2. *Coordinate all efforts related to elementary reading and curriculum, the individual elementary instructional plans, and the elementary component of the K-12 Comprehensive Research-Based Reading Plan, including analysis and monitoring of elementary reading and instructional practices, curriculum programs, and resources.
3. *Coordinate elementary curriculum and reading efforts to ensure all content areas are infused with literacy strategies, complex text, and instructional technology that will contribute to increased student achievement in reading.

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4. *Analyze student performance data on a regular basis to support differentiation of elementary instruction based on student performance and articulately communicate findings to all stakeholders.
5. *Plan, design, and implement/facilitate related professional development trainings for elementary teachers, administrators, and educational support personnel.
6. *Monitor FL DOE communication, identify action items, disseminate to appropriate personnel and ensure compliance with mandates.
7. *Provide for efficient and effective management of teachers on assignment and support and/or clerical staff.
8. *Collaborate with K-12 literacy and curriculum specialists and professional development personnel to ensure successful implementation of reading programs and strategies.
9. *Provide leadership in all content areas of elementary curriculum development and work to ensure successful implementation of elementary curriculum programs and strategies.
10. Perform other duties as assigned by the Director of Teaching and Learning.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E **\$71,237 - \$109,172**

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 05
EEO-5 Line 08
Function Vary
Job Code 1332
Survey Code 63084

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 24, 2012
June 21, 2005

ADA Information Provided by Anna Marie Cote
Position Description Prepared by Corbet Wilson