

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, K-12 English, Reading, and Social Studies Curriculum

QUALIFICATIONS

- Master's Degree or higher with certification in Educational Leadership.
- Certification and/or endorsement in Reading or a commitment to complete the certification or endorsement within two (2) years.
- At least five (5) years' successful teaching experience.
- Prior successful experience leading curriculum or teacher teams to develop and implement high-quality instruction.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of research-based approaches to K-12 Reading and English Language Arts curriculum and instructional practice.
- Knowledge of the B.E.S.T. State Standards and Florida's Next Generation Sunshine State Standards and the ability to interpret and apply Florida laws, statutes, and State Board Rules as they relate to K-12 curriculum and instruction, assessment, and student progression.
- Knowledge of the requirements of and guidance pertaining to state and national assessments in Reading, English Language Arts, Social Studies, and Writing.
- Knowledge of the K-12 Comprehensive Research-Based Reading Plan and the SCPS Student Progression Plan.
- Knowledge of professional development strategies and programs related to curriculum and instruction, including research-based approaches to reading instruction.
- Knowledge of technology and computer applications as related to instructional integration and blended learning in classrooms.
- Knowledge of professional learning communities, lesson study, and other collaborative approaches to planning for student learning.
- 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 interpret policy and law.
- Ability to provide leadership to assigned personnel.

SUPERVISION

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

POSITION GOAL

To coordinate and monitor all aspects of K-12 English, Reading, and Social Studies curriculum and instruction, with an emphasis on the integration of reading and writing across content areas and the implementation, monitoring, and revision of district curriculum and instructional plans.

PERFORMANCE RESPONSIBILITIES

1. *Collaborate with other curriculum coordinators, 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 K-12 English, reading, and social studies curriculum and instruction.
3. *Lead the development, implementation, and annual evaluation of the K-12 Comprehensive Research-Based Reading Plan.
4. *Coordinate curriculum efforts to ensure all content areas are infused with literacy strategies, complex text, high-quality materials and instructional technology that will contribute to increased student achievement in all subject areas.
5. *Analyze student performance data on a regular basis to support differentiation of instruction, including planning of supplemental and intensive interventions, based on student performance, and clearly communicate findings to all stakeholders.
6. *Plan, design, and implement/facilitate related professional development trainings for teachers, administrators, and educational support personnel.

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7. *Monitor FLDOE communication, identify action items, disseminate to appropriate personnel, and ensure compliance with mandates.
8. *Provide for efficient and effective management of teachers on assignment and assigned administrative or clerical staff.
9. *Collaborate with K-12 curriculum specialists and professional development personnel to ensure successful implementation of programs and strategies.
10. *Provide leadership in all areas of curriculum development and work to ensure successful implementation of curriculum programs and instructional strategies in all Seminole County schools.
11. *Provide support to school administrators, instructional coaches, and teachers to assist with increasing student performance.
12. *Partner with the Coordinator of Instructional Projects to ensure timely and comprehensive adoption, procurement, deployment, and training related to district instructional materials.
13. *Continuously receive feedback from school administrators, instructional coaches, and teachers regarding opportunities for enhancement of SCPS instructional plans, instructional materials, and professional development.
14. *Coordinate the design and implementation of the district's Reading Endorsement Add-on Certification program.
15. *Support the SCPS Strategic Plan priorities of Excellence and Equity.
16. 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 **\$76,811 - \$117,713**

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

POSITION CODES

PeopleSoft Position TBD
 Personnel Category 05
 EEO-5 Line 08
 Function Vary
 Job Code 1374
 Survey Code 63028

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 1, 2021

ADA Information Provided by Derek Jensen
 Position Description Prepared by Derek Jensen